



TRAVEL REDUCTION PROGRAM

TRP HANDBOOK

Maricopa County Air Quality Department

Working to improve the air of Maricopa County
so customers, residents, and visitors can live,
work, and play in a healthy environment.

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TRP main line
(8am - 5pm weekdays)

[Maricopa.gov/2388/Travel-Reduction-Program](https://maricopa.gov/2388/Travel-Reduction-Program)

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About this Handbook

The purpose of the Maricopa County Travel Reduction Program (TRP) Handbook (handbook) is to provide guidance and supplementary information for the Maricopa County Air Quality Department (MCAQD) TRP. This handbook is organized from the beginning of a TRP cycle to the end of the annual process. It also complements the Maricopa County Ordinance Air Pollution Control Regulations P-7 Travel Reduction Program (Ordinance).

Disclaimer

This handbook is provided to assist Transportation Coordinators (TCs) and the regulated community in better understanding the provisions of the MCAQD TRP. The contents of this handbook should not be viewed as the definitive statement of the TRP and how to achieve compliance. Where the clear language of Arizona Revised Statute ([A.R.S. §49-581](#), *et seq.*, the Ordinance, or any Substantive Policy Statement (SPS) related to the TRP conflicts with this handbook, [A.R.S. §49-581](#), *et seq.*, the Ordinance, or SPS will prevail. The user of this handbook should clearly understand that the discussion contained in this document is not binding. This handbook is not intended to serve as an alternative to [A.R.S. §49-581](#), *et seq.*, the Ordinance, or any SPS related to the TRP.

Updates

This handbook will be updated periodically. If you identify an area that requires clarification, please contact TRP staff at TRP@Maricopa.gov or 602-506-6750.

Resources

[MCAQD TRP](#)

[MCAQD TRP Resources](#)

[Clean Air Make More - TRP](#)

[Arizona Revised Statute §49-581, et seq.](#)

[Maricopa County Ordinance Air Pollution Control Regulations Ordinance P-7 Travel Reduction Program](#)

[Valley Metro Commute Solutions](#)

Acronyms

3S3R	Stratified Statistically Significant Random Response Rate
ADEQ	Arizona Department of Environmental Quality
AFV	Alternative Fuel Vehicle
AMU	Alternative Mode User
A.R.S.	Arizona Revised Statutes
BOS	Board of Supervisors
CAC	Valley Metro's Clean Air Campaign
CAMM	CleanAirMakeMore.com
CEO	Chief Executive Officer
DES	Arizona Department of Economic Security

EER	Equivalent Emissions Reduction
EPA	Environmental Protection Agency
EV	Electric Vehicle
EVCS	Electric Vehicle Charging Station
FW	Field Worker
GRH	Guaranteed Ride Home
HPA	High Pollution Advisory
HRLO	Highest Ranking Local Official
MAG	Maricopa Association of Governments
MC	Maricopa County
MCAO	Maricopa County Attorney's Office
MCAQD	Maricopa County Air Quality Department
NOV	Notice of Violation
OAC	Order of Abatement by Consent
QDF	Questionnaire Distribution Form
RFD	Request for Documentation
SA	Summary Analysis
SIP	State Implementation Plan
SOV	Single Occupancy Vehicle
SOVMT	Single Occupancy Vehicle Miles Traveled
TC	Transportation Coordinator
TCOM	Telework
TRP	Travel Reduction Program
UC-018	DES - Unemployment Tax and Wage Report

Commonly Used Terms and Meanings

Cost Study	Study of Employer Industry Cost Per Person Averages
Employer	Major Employer
Employer Report	Employer Report for Annual Survey
Measure	Travel Reduction Measure
New User	New Participant to the employer's TRP
Ordinance	Maricopa County Ordinance Air Pollution Control Regulations P-7 Travel Reduction Program
Plan	Travel Reduction Plan
Site TC	Site Transportation Coordinator
Student	Driving-aged Student
Task Force	Travel Reduction Program Regional Task Force

INTRODUCTION

In 1988, Maricopa County (County) was designated nonattainment for air quality under the federal Clean Air Act. In response, legislators passed the State of Arizona's Air Quality Bill of 1988, which codified [A.R.S. §49-581](#), *et seq.* and mandating travel reduction programs in counties throughout the state which had been designated nonattainment.

In February 1989, TRP was officially established within the County. TRP requires major employers with 50 or more employees and schools with driving-aged students to encourage alternative modes of transportation to reduce single-occupancy vehicle (SOV) trips and single occupancy vehicle miles traveled (SOVMT) to improve air quality.

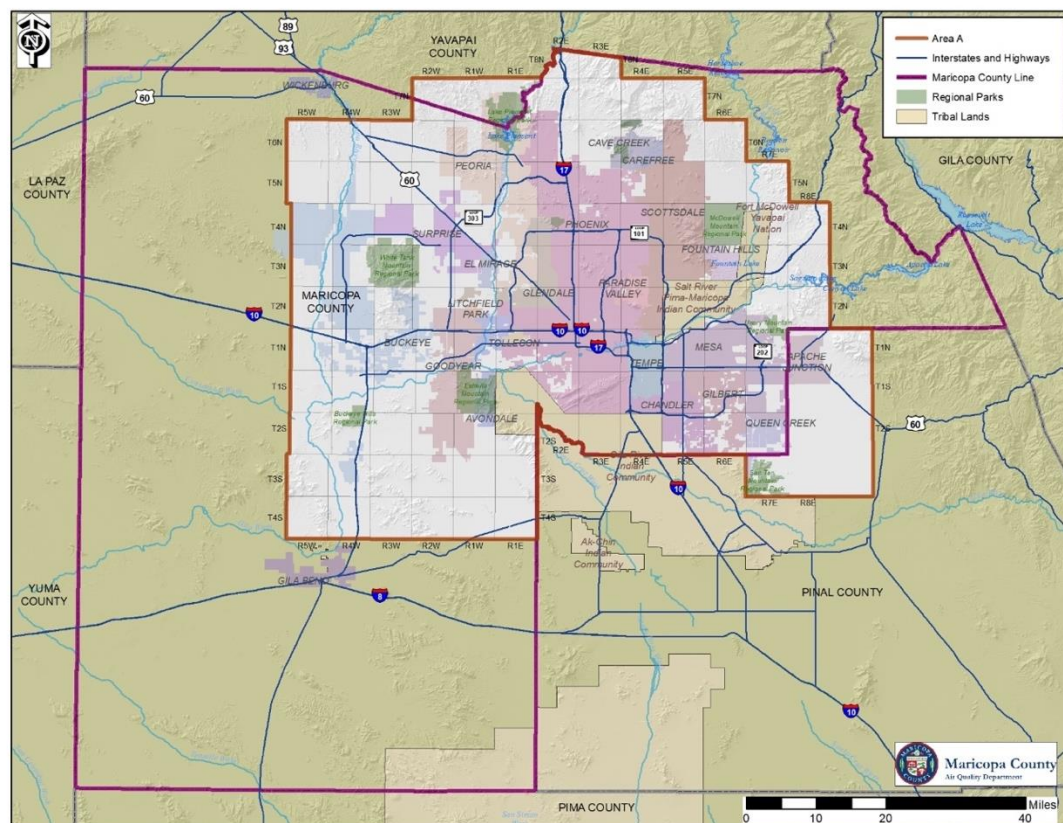
For more than 30 years, TRP has prevented over 22.3 billion SOV miles and 252,264 tons of pollution. That is equivalent to 88,269 single trips to the moon from earth. TRP continues to reduce county-wide traffic impacts on air pollution and emissions with the assistance of employers, stakeholders, and participants.

Participation and Jurisdiction

The Ordinance applies to:

- Any employer located in Area A within Maricopa County with 50 or more employees working at or reporting to a single work site.
- Any employer located outside of Area A within Maricopa County with 100 or more employees working at or reporting to a single work site.

Figure 1. Maricopa County Area A Map



Program Goals

TRP's overall goal is to reduce SOV trips and miles traveled within the County. Each employer must strive to achieve a minimum 60 percent SOV/MT at each participating site. To attain this goal, employers and schools are asked to reduce SOV trips and/or miles traveled to the work site by a minimum of ten percent each year for a total of five years, and then five percent for three additional years until they reach the target of having only 60 percent of their workforce driving alone.

Progress is tracked through an annual commuter survey of employer/school sites. Employers utilize the results of the survey to develop an annual travel reduction plan (plan). The plan commits the employer/school to implementing various strategies in order to change commute behavior of employees and students.

Survey Data Usage

TRP uses the commuter survey data as a measuring tool to determine the percentage of employees/students who are using alternative modes of transportation to travel to and from their work/school site; how many trips/miles are saved by taking alternative modes; and how much pollution is prevented by taking alternative modes. In addition, the Maricopa Association of Governments (MAG) uses the information to understand how, when, where, and why people travel daily.

Data collected from TRP surveys are mapped and analyzed to:

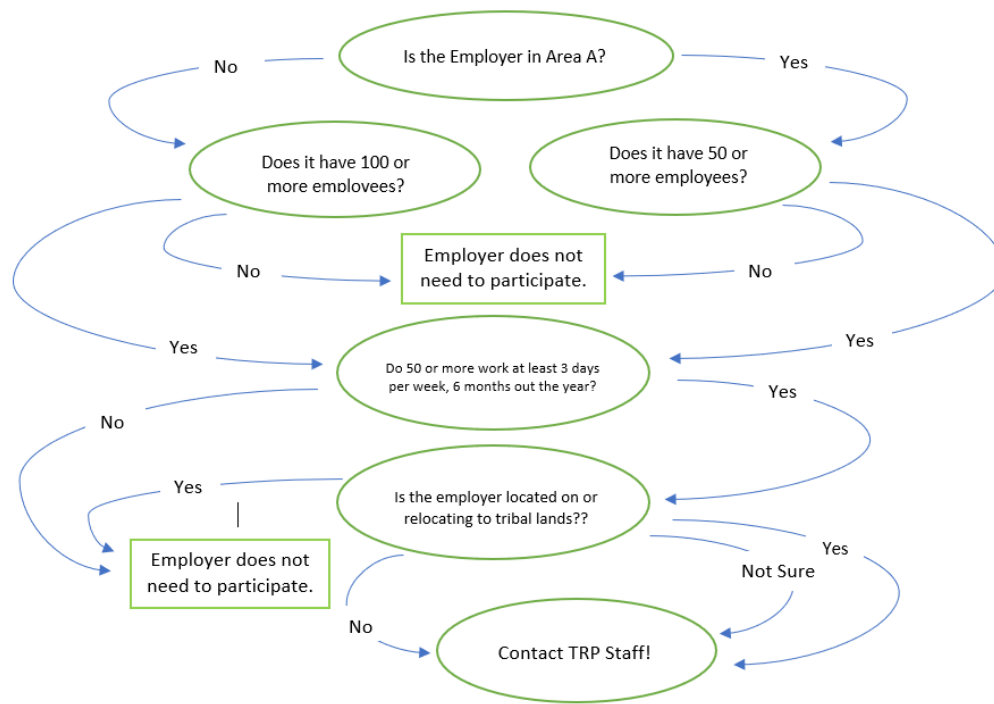
- Study worker commute patterns for the planning and development of transportation projects such as:
 - Freeway development
 - Transit system
 - Bicycle lanes/paths for use and safety
- Assist employers interested in doing business in the County by providing data which guide them on where to locate, manage traffic congestion, and reduce air pollution
- Evaluate air quality control strategies to reduce vehicle emissions and monitor compliance with federal standards

SECTION 1: TRP PARTICIPATION AND CONTACTS

TRP applies to employers and students located in or outside of Area A within Maricopa County. Any employer within Area A that has 50 or more employees and students reporting to a single site at least three days per week, six months out of the year must participate. Any employers outside Area A that has 100 or more employees and students reporting to a single site at least three days per week, six months out of the year must participate.

Although tribal lands are found within the borders of the County, tribal lands are legally sovereign nations and, as such, are not subject to the Ordinance or TRP. However, if an employer is operating on tribal lands, such employer must request an Indian Nation Land exemption (see [Appendix A](#)) from TRP.

Figure 2. Participation Flow Chart



Requirements for Major Employers

- Designate a Transportation Coordinator (TC) and, if applicable, a Site TC to conduct the employer's TRP
- Conduct the survey and achieve the minimum, or higher, required response rate percentage at each participating site
- Develop an approvable plan designed to meet target reductions for all work sites, including all employee and new hire communication methods
- Implement and document the employer's approved plan and TRP
- Provide and keep all necessary records to demonstrate compliance
- Provide updated information as requested. An employer must inform TRP staff if they become subject to the Ordinance, or any information that will affect the employer's TRP. If the employer becomes subject to the requirements of the Ordinance as a result of a corporate merger or consolidation, the previous predecessor's program year and plan will remain in effect until TRP staff is notified of the change in ownership
- Notify their employees and students of the duty to comply with the requirements of [A.R.S. §49-542](#)

For questions regarding TRP requirements, please contact TRP staff at 602-506-6750 or TRP@Maricopa.gov.

TRP Contacts

Employers must assign a TC to conduct, manage, and implement the organization's TRP. Failure to appoint a TC may result in a notice of violation (NOV) (see [Section 5: Enforcement](#)). If the employer has multiple sites, they may designate a Site TC to assist. If an out-of-state TC is designated or an external contractor is hired to manage the employer's TRP, the employer must assign a Site TC to oversee the program at a local level. Additionally, the chief executive officer (CEO) or the highest ranking local official (HRLO) responsible for implementing the TRP program and plan must be identified as described in the [Ordinance Section 3\(C\)\(2\)\(a\)\(2\)](#).

Transportation Coordinator (TC)

The success of their employer's TRP is highly dependent on the commitment of the TC. Because the TC must have the authority to make decisions on behalf of the employer regarding the program, the TC must be a regular employee or an external contractor of the employer hired specifically to manage the employer's TRP, preferably from the human resources, facilities, or transportation departments. The TC cannot be a temporary employee, intern, or general contract employee because such positions are not considered regular employees. Teleworkers and field workers that do not report to the work site at least three days per week should not be considered for the TC or Site TC positions.

The TC will be responsible for:

- Gathering and maintaining all documentation necessary to determine compliance with [A.R.S. §49-581](#), *et seq.* and the Ordinance. Records must be made available to TRP staff upon request during normal business hours
- Having the authority to make decisions on behalf of the employer regarding the TRP
- Completing the [“Intro to TRP”](#) training within 90 days of designation
- Ensuring daily access to a computer, email, and a telephone



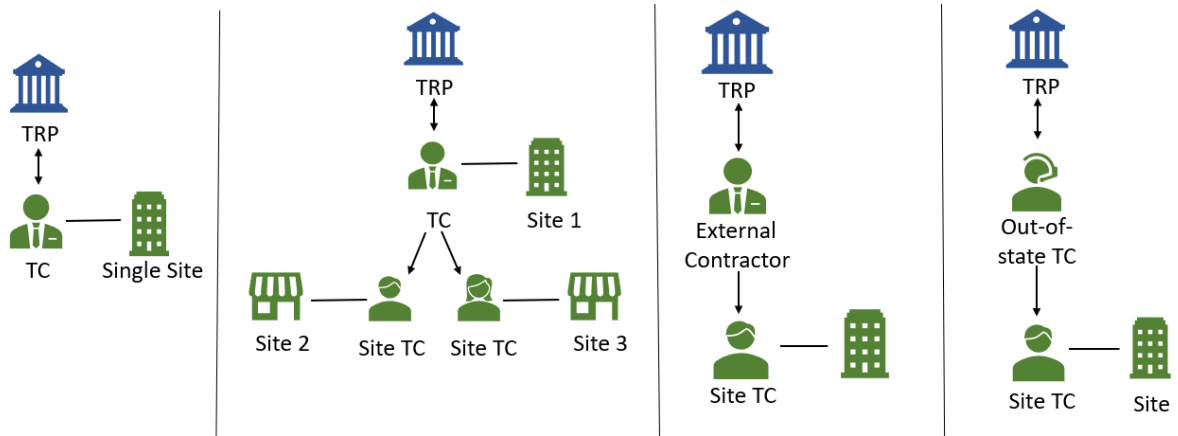
Site Transportation Coordinator (Site TC)

The Site TC is a local point of contact assigned to represent and assist the TC at their respective work site. In cases where the TC is out-of-state or an external contractor is hired to manage the employer's TRP, the employer must assign a Site TC.

The Site TC:

- Must represent and assist the TC at their respective work site to disseminate travel reduction program information, surveys, incentives, and other travel reduction program components
- During an audit, must have access to all documentation regarding TRP and be able to assist when the TC is unavailable
- Must complete the [“Intro to TRP”](#) training within 90 days of designation
- Must have daily access to a computer, email, and a telephone

Figure 3. TRP Contacts



Highest Ranking Local Officials (HRLO)

The HRLO can be the CEO or a local point of contact that is responsible for the employer's operations within the County. An HRLO must have authority to approve and implement the employer's TRP, plan, and plan budget. The HRLO will be notified if there are compliance issues and/or enforcement actions.

Alternate Contact

TRP staff may request that an alternate contact be provided when the TC, Site TC, and/or HRLO are temporarily unavailable. An alternate contact is not required; however, it is helpful in maintaining compliance with TRP requirements.

SECTION 2: TRP CYCLE

An employer's TRP must be conducted on an annual cycle; every year an employer must conduct the survey, submit a plan for approval, implement a plan, and receive plan monitoring(s)/audit(s). TRP commonly refers to two terms when describing a "year" in the program: program year and plan year. A program year is the period of time from survey start date to the next scheduled survey start date. A plan year is the period of time from the date the original plan was submitted until subsequent submission. Both dates are important to understand during the TRP cycle as this will help to decipher requirements and compliance.

Figure 4. TRP Program Year Cycle Roadmap (see [Appendix B](#))



Step 1 – Send Employer Report for Annual Survey

TRP staff will send the Employer Report for Annual Survey (Employer Report) via email to the TC approximately one month prior to survey start date. The report will ask:

- For the number of employees/students, including those positions that are open and will be filled within six months at each site
- To verify current, new, and voluntary participation sites
- To update/verify TC and HRLO information
- The type of electronic survey the employer is requesting: internet or intranet. If the employer is requesting a paper survey accommodation, contact the TRP staff

Step 2 – Employer Returns Employee Count

- ✓ Reply to email with completed Employer Report and return by due date as stated on the email
- ✓ Account for all employees, including teleworkers that are located within Maricopa County
- ✓ Exclude from the employee count:
 - Field workers (See [Section 3: Field Workers](#) for description). If the employer would like to seek exemption from surveying field workers, submit the application along with the completed Employer Report (see [Appendix A](#))
 - Seasonal or temporary employees. These are positions that are scheduled less than six months out of the year (i.e., recreation lifeguards)
 - Volunteers
 - Contracted employees. A contracted employee is a person who is employed by an external organization to create manpower for the employer and is not a direct employee of the employer
- ✓ If a request for paper surveys is approved, respond to the approved paper request email with the number of English, Spanish, and/or student surveys needed at each site(s)

Step 3 – Send E-Survey Link and/or Paper Surveys

TRP emails that program year's e-survey link directly to the TC, along with detailed instructions about the employer's survey. If the employer was approved for paper surveys, the surveys will be delivered by a courier service at no cost to the employer.

Step 4 – Employer Administers>Returns Surveys

- ✓ Administer the e-survey to all employees and return to TRP staff by the scheduled due date. The employer is provided 30 days to complete and return surveys. The e-survey link closes at 11:59 P.M. on the scheduled due date
- ✓ Do the following to avoid discarded or rejected paper surveys, which can affect the required response rate:
 - Use blue or black ink only. Other ink colors and/or pencils are not captured by the scanning software
 - Do not put stickers, labels, staples, paper clips, and/or any other adhesives on the survey. These items cause the scanner to not read completed surveys
 - Do not write any identifying information on the front or back of the surveys
- ✓ Send or deliver paper surveys, at the expense of the employer, to Maricopa County Air Quality Department, c/o Travel Reduction Program, 301 W Jefferson St., Suite 410, Phoenix, AZ, 85003.

TRP recommends a signature request when sending or delivering surveys because any lost items will be the responsibility of the employer

- ✓ Employers that have been granted equivalent emissions reduction (EER) credits (see [Appendix C](#)) must email their approved documentation before the end of their survey due date to receive the credits. Once the survey data have been imported, credits cannot be added. EERs are granted and approved during the plan review process

Step 5 – Analyze Surveys/Send Summary Analyses

TRP staff verifies and analyzes all survey data received. Usually within 30-60 days, TRP staff will email the employer's Summary Analysis (SA), plan template, and due date to the TC. To remain in compliance, TRP must receive an approvable plan from the employer by close of business on the stated due date.

Step 6 – Employer Creates/Updates and Submits a Travel Reduction Plan

- ✓ Submit an approvable plan and necessary documentation (if applicable) within five weeks of receiving the SA
- ✓ Contact TRP staff if you require plan development assistance prior to submitting the plan
- ✓ Check that all employer information is completed, the appropriate number of measures have been added, documentation has been provided (if applicable), and TC and HRLO have dated and signed the plan. If the plan is missing any of these elements, it could result in an incomplete plan submittal, resulting in enforcement action
- ✓ Implement the plan measures within 30 days of submission

Step 7 – Review Travel Reduction Plan

TRP staff have up to 90 days to review and recommend the employer's plan to the Travel Reduction Program Regional Task Force (Task Force) (see [Appendix D](#)). TRP staff may contact the TC at any time requesting documentation, clarification, enhancements, changes, and/or corrections to the plan. If revisions are requested, ensure dated signatures on the plan are updated to avoid compliance issues and/or enforcement actions with plan implementation.

Step 8 – Employer Promotes and Implements the Travel Reduction Plan

- ✓ Promote and implement the employer's TRP and measures to all employees within 30 days of plan submission. The 30 days allows the TC to award winners for the month the plan year begins and to start implementing new/existing measures. For example, if a plan is submitted in November, new/existing measures must be implemented in November and awards must be distributed in December
- ✓ Update all communication methods and new hire information to reflect the most current plan submitted to TRP
- ✓ Ensure all documentation templates are updated with current plan measures
- ✓ Notify all employees and students of the duty to comply with the annual emissions report requirements of [A.R.S. §49-542](#). The annual emissions reports can be found on the [Maricopa County Travel Reduction Program Resources](#) website
- ✓ Continue encouraging participation to increase employee involvement. This will help maximize the pool of eligible monthly incentive or award recipients. All incentives must be paid out according to the plan frequency, amount, and annual values
- ✓ Set a continuous reminder on the incentive frequency to alert when an incentive must be awarded or disbursed

Step 9 – Employer Maintains Records/Documentation

- ✓ Maintain at least three program years of records and documentation
- ✓ Ensure that TCs and Site TCs have copies of the records and documentation available at any given time. Record keeping and documentation templates are available through the [Valley Metro Commute Solutions](#) website
- ✓ Ensure documentation is accurate and audit ready (See [Appendix E](#))
- ✓ Continue documenting EER measures for the next annual survey

Step 10 – Approve Travel Reduction Plan

TRP staff will email the TC with the Task Force's approval or disapproval. If necessary, the TC can request to speak to the Task Force on behalf of the employer regarding the plan's approval status. The TC may need to submit a formal request if the plan is not scheduled for the requested meeting date.

- ✓ Ensure requested plan revision(s) are made and submitted by the specified due date, if applicable

Step 11 – Conduct Phone or Site Audit

Audits can be conducted on-site, by phone, or through providing documentation. TRP staff will contact the TC regarding the audit date, time, and type. If the TC needs to reschedule the audit date or time, the TC must contact the TRP auditor immediately. TRP staff will only notify the TC of the audit details. It is the responsibility of the TC to inform any Site TCs of upcoming audits. If the employer has multiple sites, each site may be audited. Audits will be cleared only when all measures have met expectations. Audits usually entail reviewing documentation for that plan year. Auditors may request up to three years of documentation. Auditors may conduct repeat audits as needed.

- ✓ Have all documentation up to date and readily available and know where physical measures are located
- ✓ Review and understand the Notice of Inspection Rights (See [Appendix F](#)). The rights are emailed to the TC along with the audit confirmation

SECTION 3: TRP ANNUAL SURVEY (SURVEY)

The annual survey is one of the most important steps of the TRP cycle. TRP staff provides the survey to the TC; the TC must distribute the survey to all eligible employees. The survey is quick and easy for employees to complete and focuses on the employee's commuting habits through non-identifying information. The data gathered from the survey results help planning modelers develop initiatives throughout Maricopa County. The survey data also assist in evaluating the employer's previous plan's effectiveness.

Each employer has their own unique survey that is conducted annually. The employer has 30 days to receive the required minimum response rate. Approximately one month before the employer's annual survey, TRP staff will email the TC the time-sensitive Employer Report requesting the most current employee count for each site(s), including those positions that are open and will be filled within six months. The TC must not inflate or exaggerate the employee count information. If needed, TRP staff can provide extra surveys. TRP offers the survey electronically through an internet link. If electronic intranet or paper version accommodations are needed, the TC must contact TRP staff prior to the employer report due date.

A week prior to the survey start date, TRP staff will email the TC information on how to access the survey and the TC Dashboard to monitor survey response rates. Currently, the internet electronic survey (e-survey) is the default version TRP assigns to the employer. If the employer is approved for the intranet e-survey, the program will be sent in advance so the employer's IT department can install the program. A confirmation from TRP that the data are accurate and formatted correctly is needed before the intranet e-survey can be conducted. If the employer is approved for paper surveys, the employer will receive the surveys through a third-party courier service at no cost to the employer prior to the survey start date.

Before requesting a method other than the internet e-survey, consider the following options:

- Options for distributing the survey link (test site link found at the end of the email)
 - Email the link to all employees
 - Text the link to employees
 - Promote the URL address and have employees complete the survey on their smartphone, computer, or tablet
 - Set up or use training/group usage computers with an open link for the employees who do not have regular computer access to complete the survey
- Options for tracking the survey link:
 - Use the TC Dashboard to monitor overall percentages of site(s) (test site link found at the end of the email)
 - Ask employees write down the confirmation code in the URL after their submission and compare it to the list on the TC Dashboard. Example:

travelreductionsurvey.azurewebsites.us/Survey/Success?ConfirmationNumber=721540
 - Ask employees to email a screenshot of their confirmation page
 - Use the voting buttons on an email to verify completion
 - Collaborate internally/set up the company's SharePoint or other web-based application to house the survey and track who has completed it
 - Have managers/supervisors/leads report when their staff complete the survey
- Options for taking the survey:
 - Utilize managers/supervisors/floating employees to complete the survey on designated computer(s)
 - Leverage breakouts/team meetings/end of shift meetings to have employees complete the survey
 - Use smart phones/tablets to complete the survey
 - Offer a survey incentive or TRP fair and have computer(s) available to complete the survey

If the TC cannot conduct the survey using the internet e-survey, the TC must submit a request to TRP staff with the following information prior to the start of the survey:

- A detailed explanation as to why the organization is unable to implement any of the above options or other options to complete the internet survey
- A proposed solution for future implementation by the employer to allow employees to take the e-survey in the future

TRP will contact the TC when an approval or disapproval of the request has been made.

During the employer's 30-day survey period, the TC must distribute a survey to each employee. If the employer has multiple sites, the TC must ensure that the employee uses the correct survey code or paper survey batch for the respective site. If the wrong survey code is used, the employer must stop surveying the affected site(s) and contact TRP immediately. The employer will most likely have to resurvey those site(s). Throughout the survey, the TC has access to the [TC Dashboard](#) to monitor real time completion rates for each site. Paper surveys and intranet e-surveys do not have access to the TC Dashboard. If a site is using a mixture of paper and internet e-surveys, the TC Dashboard will not reflect any completed paper surveys, only completed internet e-surveys.

It is recommended that TCs monitor their response and survey completion rates. Each employer must achieve a minimum response rate as stated on their plan. The response rate is the number of surveys completed correctly. If a response rate falls below the minimum required number, the employer will be considered in non-compliance, which could lead to enforcement action and/or penalties. Utilizing the internet e-survey is the most effective way to achieve the required response rate. Throughout the internet e-survey, the TC has real-time access to both completion and response rates. Also, the internet e-survey safeguards the survey and does not allow the incomplete surveys to be submitted. This feature assures the survey is counted toward the minimum response rate. Incomplete or missing data on the survey could result in the survey being rejected and not counted towards the employer's minimum response rate.

To conclude the survey period, the internet e-survey link closes at 11:59 pm on the last day of the survey regardless of the response rate achieved. At the expense of the employer, the intranet data and paper surveys must be returned to the TRP office within the 30-day survey period to avoid being late. If the employer has multiple sites using paper surveys, they must all be returned at the same time. The surveys should be stacked face up with the survey numbers on the top-right hand corner; and separated with their Questionnaire Distribution Form (QDF) form as the coversheet. TCs may not put stickers, labels, staples, paper clips, or any other adhesives on the survey. These items cause the scanner to not read completed surveys and may result in survey rejection. Also, TCs may not write any identifying information on the front or back of the surveys. If there are any blank surveys, the TC must place them on top of the completed surveys face up with the survey numbers on the top-right hand corner after the QDF. TRP recommends receiving a signature upon delivery to ensure the surveys were delivered to the TRP office. Any surveys not received remain the responsibility of the employer, which may result in enforcement action and/or a requirement to re-survey. If an employer has been approved for EER credits, the TC must send supporting documentation to the TRP office before the survey end date.

Figure 5. Questionnaire Distribution Form (QDF) Coversheet Example

The survey calculates the SOV and SOVMT rates for the employer. These rates help to indicate whether the employer's travel reduction plan is working to achieve their travel reduction goals. These rates illustrate the

percentage of employees that drive a SOV, and how many of the total commute miles are traveled by SOV drivers. Continually encouraging employees to use alternate modes of travel can decrease the employer's SOV and SOVMT rates.

The employer's first year participation is the baseline and sets the target SOV and SOVMT rates. The first-year target is a ten percent reduction from the baseline established for the rate of SOVMT. The second through fifth year target is a ten percent reduction from the target of the previous year; targets following the fifth year are a five percent reduction from the target of the previous year. For example, if an employer's first year survey results showed 78 out of their 100 employees drove alone and those employees traveled 375 miles out of the total 500 miles that all their employees commuted, that employer would reflect a 78 percent SOV rate and a 75 percent SOVMT rate. The following year targets would be set at a 70.20 percent SOV rate and a 67.50 percent SOVMT rate. That decrease would continue until both target rates reach 60 percent. TRP will not require targets below 60 percent, as the overall target for reduction is 60 percent. An employer will not receive an NOV if the overall or employer-specific target is not met. However, during the employer's plan review, alterations, enhancements, and/or additional measures may be required. If an employer achieves their SOV and SOVMT target rates or better, they reduce the likelihood of having to enhance their plan and the employer receive a digital award to proudly display as their commitment to improving air quality.

Internet E-Survey

- Can be distributed by email, text, and internal postings (company social media sites, shared document platforms, bulletin boards, etc.)
- Allows the survey to be accessed on any device with internet access
- Allows for physical distancing
- Allows for a full 30-day survey period
- Allows real-time updates on completion and response rates
- Ensures surveys are completed correctly
- Provides a cost benefit for the employer
- Allows for surveys to be automatically received by TRP
- Provides employees the option to complete the survey in English or Spanish

Intranet E-Survey

- Can be distributed by email, text, and internal postings (company social media sites, shared document platforms, bulletin boards, etc.)
- Allows for the employer to install firewall protection
- Allows for identification of survey completion
- Allows for physical distancing

Paper Survey

- Allows for identification of survey completion
- Does not need internet access
- Is available in Spanish upon request

Who Needs to Complete the Survey?

- All employees or driving-age students who report to a work/school site three days per week or more for at least six months per year
 - Includes
 - A driving age student who attends school five days per week
 - A part-time employee who works at least three days per week
 - A temporary employee who will be employed longer than six months
 - An employee who teleworks three days per week and reports to a work site two days per week
 - Excludes
 - A field worker who works five days per week at a different site each day (i.e., construction site worker). A field worker application must be submitted and approved
 - A seasonal temporary employee who has been contracted to work for four months
 - A volunteer
 - An employee hired by an external employer who is not a direct employee of the employer working five days per week for seven months
- Teleworkers located within Maricopa County

Field Worker (FW)

A FW is a field-based employee who regularly commutes/reports to other sites in and around the County instead of reporting to the main work site. An employee who picks up a company work vehicle from the employer's physical work site and returns the vehicle to the employer's physical work site is not considered a FW as it relates to TRP; this employee is considered to be commuting to and from the work site. Below are a few examples of FWs and those who are not considered FWs.

- FW
 - A construction worker who starts his/her day at a work location other than the main site
 - A police officer who takes his/her work vehicle home. Police officers do not report to the station before they begin their shift
- Not a FW
 - A sales associate who start his/her day at home and then travels to different businesses throughout the County
 - A truck driver who drives to the site to pick up his/her work vehicle

Before the employer surveys or excludes FWs from their Employer Report, they must request a FW exemption. The application and any requested documentation must be submitted with the employer report every year a FW exemption is requested, and documentation may be requested during the audit. The documentation must include a completed application, a short description explaining why an employee(s) is considered an FW, the employee(s)' job title, frequency of reporting into the primary work site, and job duties.

Minimum Response Rate

TCs should feel free to get creative to encourage employee participation! Each employer is held to a minimum survey response rate at each participating site. The employer is required to encourage 100 percent participation and must make all surveys, trainings, and outreach materials in the survey process available to their employees. Some employers hold survey parties or offer other incentives to encourage employee participation. The more survey data collected, the more accurate the SA and possible reduction in SOV/SOVMT rates will be. For example, if the employer requests 100 surveys and only receives the minimum response rate of 60 percent, 40 percent of the employees that may be taking an alternative mode of transportation (potentially reducing the SOV and SOVMT rates) are not being captured. This difference could significantly reduce the likelihood of a requirement to enhance the plan.

Employers must obtain at each participating site a minimum 60 percent survey response rate or obtain a minimum stratified statistically significant random response rate (3S3R), which has been reviewed by TRP staff and documented in the employer's Task Force approved plan. A 3S3R is a response rate established by dividing employees into relatively similar groups and surveying a random sample from each group. Most employers opt for the default minimum 60 percent. However, larger employers may want to consider this option.

The 3S3R option is beneficial to larger employers who can sample a diverse population. The employer must have this option on the prior year's approved plan. The employer's organization will be divided into site groupings which will each be provided with their own unique minimum response rate. The 3S3R will affect all employer participating sites, and the employer may not be selective on which sites use the 3S3R option. During the plan review process, TCs will be required to develop a list of similar groupings and understand the minimum response rate calculations needed for each group. Prior to assigning groupings, TCs must contact TRP for the list of categorized groupings. Once the 3S3R option has been selected, the employer will not be allowed to revert to the default 60 percent for that year. However, the employers may choose the default 60 percent response rate the following plan year. The employer will be required to list all sites on the plan's multi-site sheet. The calculations and supporting documentation must be submitted with the employer plan every year.

Statistical Penalty

If any site does not achieve the required minimum response rate, a statistical penalty will be applied. A statistical penalty will add the number of missing surveys from the minimum response rate as SOV users. This will cause an increase in the employer's overall SOV rate which will be reflected on the SA. This will affect the employer's plan including a potential enhancement/increase in the required number of measures. The employer may also receive an NOV, civil penalty, and/or be required to re-survey the delinquent site(s) to achieve an acceptable number of responses.

As an example, if an employer receives 56 out of 100 completed surveys, due to the 60 percent minimum response rate not being met, a four percent statistical penalty will be assessed. This means that the missing four surveys will be marked as an SOV driver who commutes 15 miles for five days per week which will subsequently increase the employer's SOV and SOVMT.

SECTION 4: TRAVEL REDUCTION PLAN (PLAN)

A travel reduction plan is a document describing travel reduction and/or EER measures that a major employer intends to implement to reduce SOV/SOVMT rates. Creating and implementing the plan is not only helpful to keep the employer compliant with TRP requirements but may also boost employee morale and show an employer's commitment to improving air quality.

Summary Analysis (SA)

After the employer completes their survey, TRP analyzes the employer's survey results and compiles the data into a SA. The SA informs the employer of their current survey response rate, SOV rate, SOVMT rate, current and previous years' commute methods, employee responses on desired commute modes, current work schedules, commute statistics, and corresponding graphs. The employer receives their SA via email. The email will also contain the due date for plan submission and the plan templates. If the employer requires assistance in creating an effective plan, they are encouraged to contact TRP for assistance.

The SA is divided into sections that assist the employer in understanding the commuting behaviors of their employees. These sections are described below. The employer will receive an SA for each of their sites that participate in TRP. TRP staff will utilize this report to verify that the employer's plan is effective and successful. High survey response rates and low SOV/SOVMT rates may reduce the need for future plan enhancements.

Employer Information

- Employer Name – Name of the employer and the respective site name
- Employer Code – Six letter identification code each employer receives during initial registration
- Site Number – The number of the participating sites associated with the employer
- Site Year – The site's current year of participation

Employer Name Here

Employer Code - XXXXXX

Site Number - 1

Site Year - 8

Table I – Response Rates

Table I illustrates the percentage of surveys correctly completed and received. Response rates can significantly impact the employer's SOV/SOVMT rate.

- Survey Year – The site's current year of participation
- Response Rate – The percentage of responses received at the site

Table I

Response Rate

Survey Year	3	4	5	6	7	8
Response Rate	74%	58%	74%	60%	65%	77%

The response rate for this site was 77% based on 40 surveys completed out of 52 requested.

Table II – SOV Rate

Table II indicates the site's current and past SOV trip rates. The trends will help the employer understand the percentage of employees who are making SOV trips to and from the worksite.

- SOV Trip Rate – The respective plan years' data
- Target – The current goal the employer must attain to make their reduction goal for that program year. This percentage will never be lower than 60 percent
- Actual – The percentage of SOV trips among the surveyed population
- Reduction – The percentage of change from the previous year's results. A negative sign represents a reduction
- Achieved – Notifies employer if the reduction goal was met or not

Table II Targets and Actual SOV Trip Rate

SOV Trip Rate	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Target	80%	72%	65%	60%	60%	60%	60%
Actual	86.34%	92.26%	87.22%	84.14%	78.51%	75.87%	
Reduction	-13.1%	6.9%	-5.5%	-3.5%	-6.7%	-3.4%	
Achieved	N	N	N	N	N	N	

Graph I – SOV Rate

Graph I illustrates the trends in Table II. The green is the target SOV rate the employer needs to achieve. If an employer does not reach their target, they will want to achieve at least a declining SOV rate each year they are in the program.

Graph I

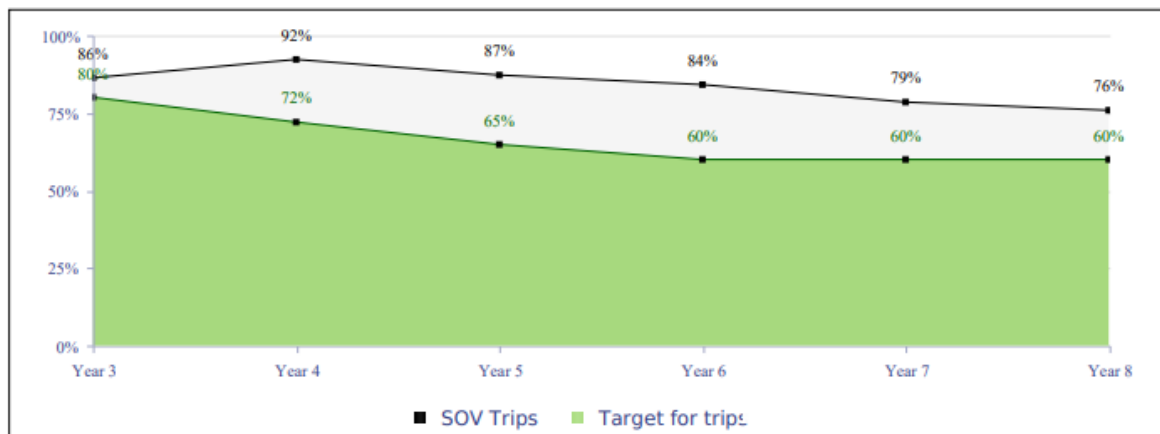


Table III – SOVMT Rate

Table III indicates the site's current and past SOVMT rates. This table represents miles traveled by SOV drivers as a percentage of the total miles traveled to the worksite. This percentage is more difficult to decrease, as it refers to proximity. Working with the TRP staff, employers can make strategic changes to help obtain their 60 percent goal.

- SOVMT Rate – The respective years' data

- Target – The current goal the employer must attain to make their reduction goal for that program year. This percentage will never be lower than 60 percent
- Actual – The percentage of SOVMT among the surveyed population
- Reduction – The percentage of change from the previous year's results. A negative sign represents a reduction
- Achieved – Notifies employer if the reduction goal was met or not

Table III Targets and Actual SOV Miles Traveled Rate

SOVMT Rate	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Target	80%	72%	65%	60%	60%	60%	60%
Actual	87.58%	91.30%	87.46%	86.58%	78.72%	77.25%	
Reduction	-11.8%	4.2%	-4.2%	-1.0%	-9.1%	-1.9%	
Achieved	N	N	N	N	N	N	

Table IV Current and Previous Mode Splits

Table IV is the most important survey data collected by the employer. This information informs the TC of how many and which alternative modes of transportation are being utilized by employees. The table displays the current and previous years' data to show where changes have occurred. This table will indicate how many SOV trips were converted to alternate mode trips in order to meet the 60 percent goal seen in Table II and Graph I. If the employer received a statistical penalty, the penalty amount will be captured here as well.

- Mode – Commute method, including alternative work schedules
- Responses – The number of employees using the commute method
- Trips/Wk – The number of trips throughout the week taken with that commute method
- % Trips – The percentage that represents the SOV trips in Table II and Graph I. Alternative modes of transportation will be the percentage of reduction achieved in that commute method
- Miles/Wk – The number of employee miles traveled per week one way to get to the work site
- % Miles – The percentage that represents the SOVMT in Table III. Alternative modes of transportation will be the percentage of reduction achieved in that commute method

Table IV Current and Previous Mode Splits

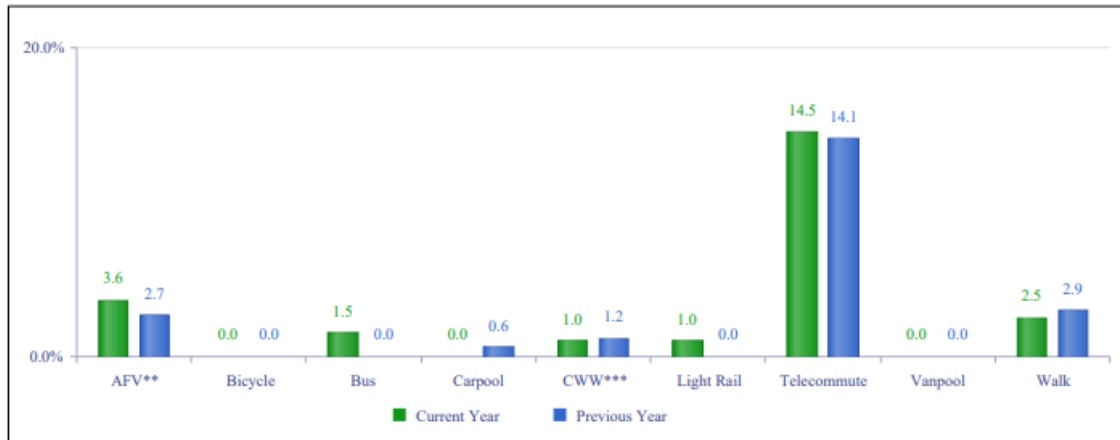
Mode	Responses	Current Year				Previous Year		
		Trips/Wk	% Trips	Miles/Wk	% Miles	Responses	% Trips	% Miles
SOV*	36	151.75	75.87%	2,669.02	77.25%	31	78.51%	78.72%
AFV**	2	7.25	3.63%	73.97	2.14%	2	2.66%	3.70%
Bicycle	0	0.00	0.00%	0.00	0.00%	0	0.00%	0.00%
Bus	1	3.00	1.50%	33.00	0.96%	0	0.00%	0.00%
Carpool	0	0.00	0.00%	0.00	0.00%	1	0.59%	1.14%
CWW***	1	2.00	1.00%	36.00	1.04%	1	1.18%	1.18%
Light Rail	1	2.00	1.00%	22.00	0.64%	0	0.00%	0.00%
Telecommute	13	29.00	14.50%	616.00	17.83%	9	14.12%	15.10%
Vanpool	0	0.00	0.00%	0.00	0.00%	0	0.00%	0.00%
Walk	1	5.00	2.50%	5.00	0.14%	1	2.94%	0.16%
TOTAL		200.00		3,454.99		0		0.00%

Graph II – Alternative Mode Trips

Graph II illustrates the alternate mode method percentage of the total trips taken to the employer site. The graph will display the current and previous years' alternative mode commute percentages.

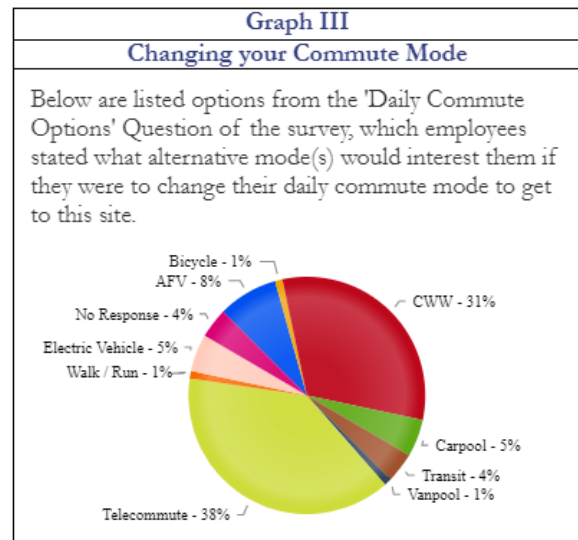
Graph II

Alternative Mode Trips



Graph III – Changing Commute Mode

Graph III provides a visual representation of what alternative mode would be of interest to the employee if they were to change their commute method. This information will only be available if the employee answers the corresponding question on the survey.



Graph IV – Motivating Employees to use Alternative Modes

Graph IV indicates what incentives would motivate employees to try an alternative mode of transportation. This graph offers valuable information when developing incentives for the travel reduction plan. This information will only be available if the employee answers that corresponding question on the survey.

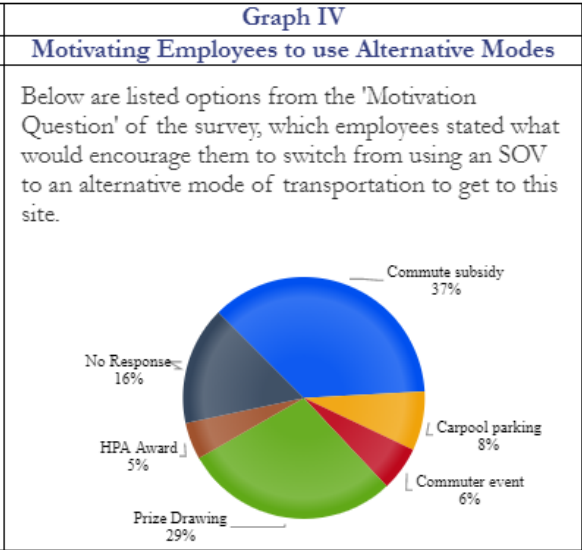


Table V – Current Work Schedules

Table V describes the employees’ current work schedules.

Table V

Current Work Schedules

Work Schedule	Respondents	Percent
Full time - 5 days; 8 hours/day	39	97.5%
Full time - 4 days; 10 hours/day	0	0.0%
Full time - 9 days/80 hours	0	0.0%
Full time - 3 days; 36 hours/week	1	2.5%
Full time - 3 days/4 days /wk; 12hrs/day	0	0.0%
Full time - 6 days/over 40 hrs/wk	0	0.0%
Part time Employees	0	0.0%

Table VI – Commute Statistics at this Site

Table VI informs the employer of the site’s average distance the employees commute to the employer site, average commute time for employees coming to work, and the amount of pollution saved by the alternate mode users. Employers are encouraged to share this information with leadership and employees to help promote the employer’s TRP and sustainability initiatives.

Average commute distance: 17.3 miles traveled each trip, one-way.
 Average commute time: 40.8 minutes traveled each trip, one-way.
 Pollution prevented by using an alternative mode: 916 pounds annually.

Travel Reduction Plan (Plan)

After receiving the SA, the employer has five weeks to submit an approvable plan to the Task Force for review. The employer is urged to contact TRP staff to help them develop a sustainable, implementable, and approvable plan. TRP staff will ensure plan requirements are met and suggest any changes, corrections, and/or enhancements needed to quickly move the employer's plan through the plan review process.

During the plan review process, TRP staff determine if the Task Force's requirements have been met. Employers are notified of the approval or disapproval of the plan within 90 days. If any plan is not approved by the Task Force, the employer must modify and resubmit the plan within ten (10) working days of receiving a notice of disapproval.

The employer's plan must:

- ✓ Provide the name and signature of the designated TC
- ✓ Provide the name, address, telephone number, and signature of the CEO or the HRLO responsible for implementing the plan
- ✓ Identify the program's contacts and site information, travel reduction measures, and/or EER measures that will be implemented in the current year. If the employer chooses the 3S3R option, they must include any documentation required by TRP staff to analyze each proposed rate
- ✓ Identify a minimum of two continuous communication methods to routinely share information on alternative mode options, EER measures, and travel reduction measures with each employee and/or student
- ✓ Identify a minimum of one new hire communication method to provide information on alternative mode options, EER measures, and travel reduction measures to new employees at the time of hire and/or to new students at the time of enrollment
- ✓ Allocate the total plan budget. The total plan budget includes the median expense per person. The SOV/SOVM rates calculated for each industry type and documented in the most recent [TRP Cost Study](#) will be the benchmark used during the plan review process
- ✓ Provide for posting of the Vehicle Emissions Inspection Program Notice provided to the TC by TRP staff for all employees at sites with 100 or more as required by the [A.R.S. §49-542](#)
- ✓ Supply any other information as required by the Task Force

If the employer does not meet their reduction goal in the second year, the plan must include at least two measures. If the employer does not achieve a reduction goal in any program year thereafter, the plan must contain at least four measures. After any subsequent program year in which the reduction goal is not met, the Task Force may recommend additional measures. Measures must be consistent with the work site, location, and/or survey data results. Statute-approved measures and proven reduction techniques include, but are not limited to:

- Subsidized bus/light rail, carpool, and vanpool commute expenses. The employer must subsidize at least 50 percent of the employee's total commute expense. Vanpooling must provide vans. Company vehicles may be used for vanpools and carpools
- Offer alternative work schedule programs such as compressed work weeks (CWW), full-time or part-time telework, or staggered hours. CWWs include nine-day work week/80 hours (9/80), four-day work week/10-hour shift (4/10), or three-day work week/12-hour shift (3/12). To be considered a regular teleworker, the employee must telework a minimum of two times monthly. Staggered hours should not interfere with or discourage the use of ridesharing and transit must be before or after peak commute hours
- Collaborate with other transportation providers to offer additional local, Rapid, or Express service buses to the work site or with political subdivisions to construct walkways or bicycle routes to the work site
- Construct special loading and unloading facilities for transit, carpool, and/or vanpool users. The construction must be physical and permanent
- Offer incentives to encourage alternative mode use, increase participation, and moving closer to work sites
- Provide bicycle racks, lockers, and showers for employees who walk or bicycle to and from work. All employees must be able to use locker and shower facilities
- Create a special information center where details on alternate modes and other travel reduction measures are available. This does not replace standard, required communication methods. The center must be a permanent and physically available to the employee and must be updated regularly to include current program materials
- Preferential parking for carpools and/or vanpools. Spaces must be close to the employee entrances and/or covered parking, including parking garages. The spaces must stay open and available for carpooling/vanpooling employees throughout the workday. Preferential carpool/vanpool parking spots must be monitored
- Offer a guaranteed ride home (GRH) for program participants in the event of an emergency at no cost to the employee. The employer must issue reimbursements with appropriate documentation at least one time every six months
- Provide an independent commuter matching service to enable employee ridesharing. This does not include offering ShareTheRide.com website to employees, as it is financially supported by Valley Metro
- Offer day care and other facilities at the employer site to reduce additional trips
- Establish a program of parking incentives and/or disincentives. For example, a rebate for employees who do not use the parking facility and a pay-to-park program
- Offer incentives for use of reduced emission vehicles and alternative fuel vehicle refueling facilities
- Provide electric vehicle charging stations (EVCS)

Creating an effective plan takes time and consideration. The employer should analyze transit options available to the site(s) and employee schedules. Most importantly, in order to ensure program participation, employers should select measures that are of interest to their employees and that encourage employees to use alternate modes when commuting to the work site. TRP staff can advise employers on measures appropriate to their specific site(s). Employers can develop their own measures if they demonstrate to TRP staff that the proposed measures have the potential to reduce SOV/SOVMT rates in order to be recommended for approval into an employer's plan.

Calculating the number of alternative mode commutes needed to attain the 60 percent reduction goal can allow the employer to make better decisions when selecting measures. The employer should utilize Table IV – Current and Previous Mode Splits in their SA in order to determine the number of SOV trips required to switch to alternate mode commute trips.

SOV Responses

Table IV Current and Previous Mode Splits

Mode	Current Year					Previous Year		
	Responses	Trips/Wk	% Trips	Miles/Wk	% Miles	Responses	% Trips	% Miles
SOV*	36	151.75	75.87%	2,669.02	77.25%	31	78.51%	78.72%
AFV**	2	7.25	3.63%	73.97	2.14%	2	2.66%	3.70%
Bicycle	0	0.00	0.00%	0.00	0.00%	0	0.00%	0.00%
Bus	1	3.00	1.50%	33.00	0.96%	0	0.00%	0.00%
Carpool	0	0.00	0.00%	0.00	0.00%	1	0.59%	1.14%
CWW***	1	2.00	1.00%	36.00	0.04%	1	1.18%	1.18%
Light Rail	1	2.00	1.00%	22.00	0.04%	0	0.00%	0.00%
Telecommute	13	29.00	14.50%	616.00	17.83%	9	14.12%	15.10%
Vanpool	0	0.00	0.00%	0.00	0.00%	0	0.00%	0.00%
Walk	1	5.00	2.50%	5.00	0.14%	1	2.94%	0.16%
TOTAL		200.00		3,454.99		0		0.00%

Trips/WK

Total Trips

The first calculation determines how many trips per week the average SOV employee makes to the work site. Divide the Trips/Wk by SOV Responses, and the answer will equal the average trips per week.

$$\text{TRIPS/WK} / \text{SOV RESPONSES} = \text{AVERAGE TRIPS PER WEEK}$$

$$\text{Example: } 151.75 / 36 = 4.22$$

The second calculation determines how many SOV trips per week the employer can have in Trips/Wk to attain the 60 percent SOV goal. Multiply the Total Trips by 60 percent, and the answer will total employee SOV trips per week.

$$\text{TOTAL TRIPS} \times .60 = \text{EMPLOYEE SOV TRIPS PER WEEK}$$

$$\text{Example: } 200 \times .60 = 120.00$$

The third calculation determines how many employees can be SOV commuters and the employer attains the 60 percent goal. Divide the employee SOV trips per week by the average trips per week, and the answer will total the number of SOV commuters the employer can have and still achieve the 60 percent goal.

$$\text{EMPLOYEE SOV TRIPS PER WEEK} / \text{AVERAGE TRIPS PER WEEK} = \text{SOV COMMUTERS}$$

$$\text{Example: } 120.00 / 4.22 = 28 \text{ (round up)}$$

The fourth calculation determines how many employees would need to switch to an alternative mode of transportation to achieve the 60 percent goal. Subtract SOV commuters from SOV Responses, and the answer will total how many new participants need to start taking an alternative mode use (AMU).

$$\text{SOV RESPONSES} - \text{SOV COMMUTERS} = \text{NEW AMU}$$

$$\text{Example: } 36 - 28 = 8$$

The fifth calculation determines the number of SOV trips needed to switch to alternative mode trips to attain the 60 percent goal. Multiply the new AMU by the average trips per week, and the answer will total the SOV trips needed weekly to switch to alternative mode trips.

NEW AMU X AVERAGE TRIPS PER WEEK = SOV TRIPS WEEKLY TO CONVERT

Example: $8 \times 4.22 = 34$ (round up)

The employer may also want to use Graphs III and IV of the SA to decide on the measures that best suit each of their site needs. The results from these graphs are not required to be used, however, they do show employee motivations and the willingness to try an alternative mode.

Electric Vehicle Charging Station (EVCS) Credit

An EVCS is a piece of infrastructure used exclusively for the purpose of charging electric vehicles. The EVCS credit allows employers to receive financial allotment(s) on their plan's budget for any EVCS that their staff can utilize. Credit will not be given to reduce the employer's SOV/SOVMT rate. To apply for the credit, the employer must submit the appropriate documentation and TRP- supplied spreadsheet with their plan. Employers are required to track and log data and expenses for the EVCSs located on the employer's property which will also be reviewed during the audit. Credit can be provided to:

- Any of the employer's participating site(s) in the TRP
- EVCSs used to power non-fleet passenger vehicles
- Dollar amounts on the employer's plan
- EVCS that are located on the employer's premises. Employee owned charging stations will not qualify
- Organizations that already have an EVCS on-site. These organizations can submit documentation to have their costs 'grandfathered' into their current plan. As a one-time credit, past installation and set-up costs may be credited but at a reduced amount (i.e., if an EVCS was installed five years prior to the request for credit, the employer will be allowed one-fifth of the initial cost of the station and any associated costs). The EVCS must be in operating condition and currently in use to receive the 'grandfathered' credit
- Total amount of dollars spent for each EVCS and for any individual equipment that may be initially purchased

Credits that are authorized and need to be documented on the spreadsheet include:

- One-time/initial credit or may be taken each plan year
- Charging station(s)
- Initial installation fee for charging station(s)
- Activation charge(s)
- Monthly electric charges incurred for charging employees' vehicles
- Service warranty, also known as network service plan, or extended warranty
- Service maintenance
- Signage cost(s) for EVCS parking spots

Employer spreadsheets submitted for review must include the following information:

- Location of EVCS(s)

- Date when station was put into service
- Name/type of EVCS
- Model and serial number of charging stations
- Warranty information including duration and cost per year
- The total number of the dollars spent on each EVCS and associated equipment for the current plan year. This will be the monthly outlay for each piece of equipment

Equivalent Emission Reduction (EER) Credits

The EER credit applies to the rates of SOV trips and/or SOVMT when an emissions reduction, other than a reduction in the number of SOV trips or SOVMT, is achieved. Employers may receive EER credit toward their SOV and/or SOVMT rate(s) by implementing EER measures in conjunction with or independent of travel reduction measures. Credit will not be provided for measures that are otherwise required by law, regulation, or ordinance.

To apply for EER credits, the employer must submit documentation and an application with their plan.

EER credits must demonstrate the following criteria:

- Emissions reductions are not related to commute trips
- Emissions reductions can be substantiated
- Implementation of EER measure(s) is enforceable as part of the employer's plan
- The credit life of the emissions reduction shall be reasonably established and commensurate with the proposed use of the credit. Credit life is the estimated amount of time over which the emissions reduction benefit is expected to be maintained. Earned credit, unless otherwise stated in the Ordinance, is valid from the date of application approval with the limit that no more than one-third of the earned credit may be used within one year from the date of approval and not more than two-thirds of the earned credit used within two years from the date of approval. Earned credit is available to an employer for up to seven years
- A completed application form must include at a minimum:
 - Documentation reflecting commute trips and miles
 - Purchase receipts for any devices, warranties, or installation of devices
 - The name of device(s) and manufacturer
 - Lease or warranty agreement

The employer may choose whether the earned credit is to be applied to the rate of SOV or the rate of SOVMT, unless otherwise stated in the Ordinance. Credit is not be transferable. Rates of SOV and SOVMT must be converted to pounds of emissions in order to determine the credit amount given (see [Appendix C](#)).

The EER credit will be applied to the SOV and/or SOVMT rate(s) after application approval. The application must include a written proposal submitted to TRP staff and evaluated by the Task Force prior to implementation. The proposal must provide a methodology for credit calculation, a demonstration of emissions reduction, and any additional information as requested by the Task Force. The credit methodology, assumptions, calculations, and earned credit must be consistent with the established criteria of the Ordinance. Employers must submit documentation and an application with their plan submission on an annual basis.

Plan Implementation

After the employer submits their plan to TRPplans@maricopa.gov to begin the plan review process, the employer has 30 days from the date the plan was signed by the TC and HRLO/CEO to begin implementation. This submittal also starts the beginning of the new plan year. The 30-day implementation allows the employer to begin issuing monthly participation incentives. For example, if the employer offers a monthly drawing, they would not award November's winner in the beginning of the month because the participation has not been completed. The employer must also disburse the incentives within 30 days, and pay-out the incentives according to the frequency chosen on the plan.

Throughout the plan year, TRP staff utilizes documentation audits, phone audits, and site audits to monitor the employer's program. This monitoring is to ensure that the employer is implementing the plan as it was approved. TRP staff reviews all required documentation (see [Appendix E](#)) and ensures the employer maintains at least three plan years of documentation to support program compliance. Working with the employer's assigned Valley Metro Commute Solutions Coordinator can help with training, provide documentation templates, complete ShareTheRide.com website registration, and promote plan measures.

Documentation Audit

During a documentation audit, the employer:

- Receives an email stating the audit will not require on-site TRP staff contact, the due date, and information on how to send the electronic documentation. The documentation required will be outlined in a Request for Documentation (RFD)
- Submits documentation electronically by the scheduled due date
- Receives confirmation from TRP staff that the audit is clear or that outlines deficiencies to be addressed

Phone Audit

The TC will receive an email from TRP staff notifying the TC that a phone audit will be scheduled soon. During a phone audit, the employer:

- Receives a phone call from TRP staff asking if they have time to discuss their plan measures at that time or if they would like to schedule an appointment
- Discusses plan measures and their incentives with a TRP staff member
- Submits documentation electronically, if required
- Receives confirmation from TRP staff that the audit is clear or that outlines deficiencies to be addressed

Site Audit

Prior to the site audit, the TC will receive an email from TRP staff notifying the TC of the site visit appointment and the Notice of Inspection Rights. If the TC/Site TC needs to reschedule the audit, the TC must contact TRP staff immediately.

During a site audit, the employer:

- Presents supporting documentation and escorts TRP staff to visually identify and determine compliance with physical amenity measures
- Discusses plan measures and their incentives with TRP staff
- Receives confirmation from TRP staff that the audit is clear or that outlines deficiencies to be addressed

To avoid deficiencies or compliance issues, the employer must ensure all documentation is readily available at the time of the visit. In the instance documentation cannot be provided, the employer may correct the deficiency by responding to an RFD.

Incentives

Some plan measures include offering incentives to increase alternative mode use and survey participation. An acceptable incentive promotes change in the employee's or student's commute method behavior.

Common acceptable incentives are:

- Fully compensated meals when the meal is not provided as a term of the employee's benefits of employment
- Points to an online company store when a large variety of items are available for the employee's choosing
- Alternative mode services that include maintenance to the method of usage
- Uniform items that are not provided as a term of an employee's employment and which the employee would otherwise be required to purchase on their own. There must be a variety of items from which the employee may choose
- Gift cards or certificates for the employer's goods or services that allow the employee to choose from the complete list of goods and services rather than a subset of those items
- Gift cards or certificates for restaurants/retail/services other than the employer that allow the employee to choose from the complete list of goods and services rather than a subset of those items

Unacceptable incentives include:

- Compensated or discounted meals when the meal is provided as a term of the employee's benefits of employment
- Company promotional items provided to potential customers that are also available to employees or used as giveaways. Examples include, but are not limited to, hats, shirts, water bottles, computer bags, lunch boxes, coffee mugs, pens, lanyards, etc.
- Job-related items with or without company logos that are provided to all employees. Examples include, but are not limited to, spiral notebooks, pens, pencils, post-it-style note pads, calendars, day planners, shirts, hats, pants, shoes, etc.
- Valley Metro promotional items or ShareTheRide.com prizes purchased by or donated to Valley Metro. Valley Metro-sponsored prizes on ShareTheRide.com are intended to supplement employer-funded incentives. Since these items are awarded when AMUs register for a drawing on Valley Metro's website, these items cannot be credited to the employer or considered a measure item on the employer's TRP plan

Promotional Items

A promotional item is any type of company paraphernalia or promotional item, including but not limited to, hats, shirts, coffee mugs, water bottles, pens, etc. with or without company logo on the item, given by an employer to its employees or students, and intended as an incentive for the employees/students to participate in their employer's or school's TRP. Special circumstances may arise for employers proposing promotional items every plan year. TRP staff may use discretion in approving a promotional item to be used as an

incentive. For example, if the first year of using a promotional item does not lower SOV/SOVMT rates, such promotional item may not be allowed in the following year.

SECTION 5: ENFORCEMENT

While most employers are in compliance with TRP requirements, there are instances when non-compliance is an issue. TRP typically offers the employer seven (7) days to resolve any delinquencies or violations.

Common violations include:

- Failure to collect or supply information requested by the Task Force
- Failure to disseminate information on alternate modes and other travel reduction measures
- Failure to designate a TC
- Failure to submit an approvable plan
- Failure to implement an approved plan within the time schedule provided
- Failure to submit a plan revision as directed by the Task Force
- Failure to submit minimum survey response rate within the time schedule provided

If the employer is non-compliant, the TC should work closely with TRP staff to receive guidance on next steps.

TRP staff will notify an employer of a delinquency (e.g., employer report, survey forms, plan, or documentation) and offer the employer an opportunity to promptly resolve the matter. The RFD may be provided via email, U.S. mail, and/or a documented phone call. While the RFD is an enforceable action, civil penalties do not incur until an NOV has been issued. Employers requesting for additional time will be processed by TRP staff and reviewed with the TRP Supervisor. The employer's history and current circumstances will be considered prior to granting an extension.

If the RFD has not been met by the deadline, an NOV will be issued. The NOV provides a one-week deadline to comply. If the employer does not comply by the deadline, civil penalties may be sought. Although penalties are rare, they can be costly. Civil penalties are accrued at \$100 for the first day out of compliance (NOV issue date), \$200 for the second day out of compliance, and \$300 per day every day thereafter. Every day out of compliance is considered a violation. The NOV may be provided to the TC via email, U.S. mail, and/or a documented phone call.

Employers that fail to comply by the NOV deadline are scheduled on the next Task Force meeting agenda (see [Appendix D](#)) for discussion/action and will receive a written invitation to that meeting. During the meeting, the Task Force reviews the TRP staff report that summarizes the NOV timeline and includes a proposed corrective action plan and deadline. The Task Force accepts, amends, or denies TRP staff's recommendation during the meeting or requests that TRP staff obtain additional information before a decision is made during a future meeting. The employer will be offered the opportunity to address the Task Force if they have representation at the meeting. All decisions are recorded in the meeting minutes, and the employer will receive a written notice documenting the decision made during the formal meeting. The notice will document the actions necessary to correct the delinquency, identify a deadline, and state that the employer may be referred to the County Attorney for further enforcement action if the deadline is not met. If an employer has a multi-year history of non-compliance, the Task Force may vote to pursue civil penalties regardless of how quickly the employer resolves the NOV.

If the Task Force notice deadline has expired and the employer has failed to comply with all requirements of the Task Force notice, the Assistant Chairman of the Task Force will make a determination regarding whether the matter should be held until the Task Force's review during the next public meeting, should be forwarded to the Deputy County Attorney's office, or if an order of abatement by consent (OAC) should be issued. The Task Force or the Assistant Chairman of the Task Force may delay further enforcement if the employer is actively resolving all deficiencies. The County Attorney may seek authorization from the Maricopa County Board of Supervisors (BOS) to take appropriate legal action ([A.R.S. §49-593](#)) in order to obtain compliance and/or civil penalties.

Civil Penalties

As issuing civil penalties is not the goal of TRP, employers are afforded many opportunities to achieve compliance. However, in the event compliance is not achieved, the following actions may be taken:

- The Task Force will consider the NOV issuance date as “violation day one” when calculating the total potential (maximum) fine
- The Assistant Chairman may issue an OAC to any employer that failed to fully comply with the deadline listed in the Task Force notification
- The Assistant Chairman will issue an OAC if the Task Force previously voted to pursue civil penalties based upon the employer's compliance history
- The proposed penalty listed in the OAC will be either 10% of the maximum fine or the approved plan's incentive budget, whichever is greater. This penalty would be in addition to any expenses incurred by the employer to fully execute the employer's approved plan
- TRP staff and the Assistant Chairman will update the Task Force on settlement activity during the scheduled public meetings
- All settlement funds will be deposited in the County's General Fund, as per [A.R.S. §49-593\(D\)](#)

Appeals

Any employer or resident of the County may appeal to the BOS a decision of the Task Force to authorize or withhold variances, a decision to approve or disapprove a travel reduction plan, or a decision that an employer is subject to the requirements of the Ordinance. Any petition by an employer or resident of the County appealing the decision of the Task Force must be filed with the Clerk of the Maricopa County Board of Supervisors within ten (10) working days after the employer or resident of the County receives notice of the decision.

APPENDIX A: EXEMPTIONS AND VARIANCES

Exemptions

Employers may request an exemption from TRP. The exemption is valid for one program year unless the request is for an Indian Nation Land exemption. TRP reserves the right to contact the employer any time or request additional supporting documentation. Missing or incomplete documentation may result in disapproval of the exemption request. Until TRP receives all documentation, the employer will be held to the requirements of TRP. In addition to the requested documentation, the employer must inform TRP of their intent of future participation.

The employer will have the following options to choose from:

- Continue to participate in the formal TRP (survey, plan, audit, etc.)
- Voluntarily participate without regulatory actions (create a plan and receive a check-in call)
- Survey only but without a minimum response rate requirement. TRP strongly encourages continuing to survey employees. The data collected from the employee responses help to inform transit and economic development plans that affect employees. Responding to the survey provides employees the opportunity to voice their opinions
- Discontinue participation and take the full exemption for the year

Field Worker

- Completed field worker exemption application

Moving onto Indian Nation Land

- Copy of the organization's letter to the site's municipality and/or Arizona Corporation Commission announcing the closure of the business location in Maricopa County
- Copy of the Salt River/Pima or other tribal business license or the page from the building lease that shows the organization name and address on the Salt River/Pima or other tribal land

Less Than 50 Employees

- Copies of the organization's Arizona Department of Economic Security (DES) UC-018 reports covering two quarters of a year and indicating less than 50 employees for a consecutive six-month period

Non-Renewal of Contract

- Copy of the organization's contract showing end date and/or contract dismissal. The page that states the organization name, site address, the start and end date, and notice that contract will not be renewed
- Letter on company letterhead formally requesting the reason for exemption from TRP. The letter should include the company's standing, future for employees, possible new location in Maricopa County, and any other relevant information

Facility Closure

- Copy of the organization's letter to the site's municipality and/or Arizona Corporation Commission announcing the closure of the business location in Maricopa County

Employer Sale of Company

- Copy of the sale/purchase agreement showing the selling and purchased company names, site address, purchase date, and closing date
- Contact information for purchasing company

Year One Employer

- Task Force approval
- Supporting documentation that demonstrates that effective travel reduction strategies have been successful in reducing the proportion of employees commuting by SOV
- A written detailed description of the travel reduction strategies and how they are implemented. Must include the period of time that the strategies have been in place

Relocation

- Copy of the organization's letter to the site's municipality and/or Arizona Corporation Commission announcing the closure of the business location in Maricopa County
- Copy of the building lease that shows the organization name and address

Variances

Employers may request a variance from a requirement of the TRP. A variance does not exempt the employer from the TRP requirements. All variances must be approved by the Task Force. The Task Force has 90 days to review and consider the variance request during which the employer will still be responsible to comply with TRP requirements. To avoid or mitigate enforcement actions during this 90 day period, the employer must submit a written request including any required documentation to the TRP staff by the first day of the month to be placed on that month's Task Force meeting agenda.

The written request must:

- State the reason for request
- Identify the requirement requesting the variance
- State the duration of the variance requested
- Provide any supporting documentation the employer would like to share

Employers must submit the [TRP Variance Application](#) and appropriate documentation to TRP@Maricopa.gov.

APPENDIX B: TRP ANNUAL CYCLE ROADMAP

Travel Reduction Program (TRP) Annual Cycle Overview



APPENDIX C: CALCULATIONS AND ASSUMPTIONS FOR EER CREDIT

Reduced Emission Vehicle (REV) Credit

REV calculation assumptions:

- Average carbon monoxide (CO) emissions are 3.2 grams per mile (gm/mi)¹ for like motor vehicles generally purchased in the area
- CO emissions of 2.56 grams per mile (gm/mi) or less are required for a vehicle to meet the definition of substantially lower emitting
- A REV meets the emissions level requirements in Table 12 and the definition of substantially lower emitting

TABLE 1: TRP REDUCED EMISSION VEHICLE (REV) STANDARDS				
LEVEL	CO gm/mi	NOx gm/mi	VOC gm/mi	CALCULATION DATA
LEVEL 1	0.01 - 2.72	0.4	0.125	actual emissions
LEVEL 2	zero	zero	zero	0.10

Credit Methodology. Table 2 demonstrates the REV factor and credit to the rate of SOV trips and SOVMT:

- The actual CO emissions level of the REV will be compared to 3.2 gm/mi to ensure the REV's CO level is at least 20% lower. The vehicle in the sample calculation has CO emissions of 2.3 gm/mi; NOx emissions of 0.18 gm/mi; and VOC emissions of .70 gm/mi.
- The actual CO emissions will then be divided by the average emissions (3.2 gm/mi); the REV factor will be calculated based upon the percentage cleaner that vehicle is found to be when compared to 3.2 gm/mi. The vehicle in the sample calculation was found to be 28% cleaner
- The REV factor will be applied to the vehicle's total commute trips and commute miles. The rates of SOV and SOVMT will be recalculated
- When a REV is used for work-related trips, credit will be applied toward the EER targets for SOVMT

¹ Maricopa Association of Governments, Transportation Planning Office (1994)

² California Low Emission Vehicle Standards. CO standard reduced by 20%.

TABLE 2: TRP REDUCED EMISSION VEHICLE (REV) CREDITS (SOV AND SOVMT CALCULATIONS)	
ACTION	CALCULATION
determine rev factor. rev factor = (actual emission) ÷ (average co emission).	$2.3 \div 3.2 = 0.72$
percentage cleaner = 1.0 - (rev factor). this vehicle is 28% cleaner than the average.	$1.0 - 0.72 = .28$
vehicle's commute trips and miles traveled will be multiplied by the rev factor.	$2800 \times 0.72 = 2016 \text{ mi.}$ $260 \text{ trips} \times 0.72 = 187.2 \text{ trips}$
the difference between commute miles and rev commute miles is determined reduction is 784 miles.	$2800 - 2016 = 784 \text{ mi.}$
the difference between commute trips and rev commute trips is determined reduction is 72.8 trips.	$260 - 187.2 = 72.8 \text{ trips}$

Conversion of Rates of SOV Trips and Miles Traveled (Table 3)

Credit calculation for implementing EER measures, other than REV, use the following assumptions:

- The average total emissions are 18.34 grams per mile (gm/mi)³
- Average commute miles⁴ are 11.5 miles for employees and 4.9 miles for students
- Grams are converted to pounds when divided by 454
- Total commute trips include all SOV and alternative modes trips for a single work site and total commute miles include all SOV and alternative mode miles for a single work site
- A site's rate of SOV is converted to gram-trips/mile-year by multiplying the average total emissions by the site's SOV trips
- A site's EER targets for SOV trips is the total commute trips, multiplied by the site's SOV target reduction and the average total emissions
- The amount of reduction needed to meet the EER targets for SOV is the difference between the site's EER targets for SOV and its rate of SOV
- The site's rate of SOVMT is converted to gram-trips/mile-year by multiplying the average total emissions by the site's SOVMT
- A site's EER targets for SOVMT is the total commute miles multiplied by the site's target reduction for SOVMT and the average total emissions
- The number of workdays in a calendar year for 3-day work week = 156 days; 4-day work week = 208; 5-day work week = 260; 6-day work week = 312; and 7-day work week = 365

³ Includes carbon monoxide, oxides of nitrogen and volatile organic compounds. Arizona Department of Environmental Quality, 1997.

⁴ Maricopa County Trip Reduction Program Annual Report, 1996/1997. Average may vary.

Sample Calculation:

Assume a company (ABC Co.) with 450 employees; SOV rate of 78.98%, target SOV rate is 60%; rate of SOVMT is 87.49%, target SOVMT is 63%; SOV trips (70,252) + alternate mode trips (10,920) = total trips (81,172); and SOVMT (782,548) + alternate mode miles (111,927.4) = total miles (894,475.4).

TABLE 3: TRP SUMMARY OF CALCULATIONS

ACTION	CALCULATION
convert rate of SOV (78.98%) to grams. (average total emissions) x (SOV trips)	78.98%: $18.34 \times 70,252 = 1,288,421.68$ (gram-trips/mile-year)
EER target SOV trips = total commute trips x (target reduction %) x (avg emissions)	$81,172 \times 0.60 \times 18.34 = 893,216.69$ (gram-trips/mile-year)
calculate the amt. of reduction needed to meet EER target for SOV.	$1,288,421.68 - 893,216.69 = 395,204.99$ (gram-trips/mile-year)
convert rate of SOVMT (87.49%) to grams. (average total emissions) x (SOV trips)	$87.49\% = 782,548 \times 18.34 = 14,351,930.32$ (gram-trips/mile-year)
EER target SOV trips = total commute miles x (target reduction %) x (avg emissions)	$894,475.4 \times 0.63 \times 18.34 = 10,334,947.67$ (gram-trips/mile-year)
calculate the amt. of reduction needed to meet EER target for SOVMT.	$14,351,930.32 - 10,334,947.67 = 4,016,982.65$ (gram-trips/mile-year)

Reducing Peak Commute Trips

Calculation Assumptions

- An adjustment factor of 0.5 is applied to the number of commute trips and commute miles taken by employees who adjusted their work schedule
- Average commute miles⁵ are 11.5 miles for employees and 4.9 miles for students
- The amount of earned credit toward the EER target for SOV trips will be the adjusted trips multiplied by the average total emissions level and the number of workdays
- The amount of earned credit toward the EER target for SOVMT will be the adjusted miles multiplied by the average total emissions, the total number of schedule changes, and the number of workdays
- Credit will be calculated and then applied to the rate of SOV or SOVMT

Sample credit calculations for ABC Co. with 450 employees are shown in Tables 4 and 5.

The rate of SOV = 78.98% = 70,252 SOV trips = 1,288,421.68 gram-trips/mile-year. The rate of SOVMT = 87.49% = 782,548 SOV miles = 14,351,930.32 gram-trips/mile-year. For sample calculation purposes, the number of schedule changes is 80, therefore, the number of adjusted trips is 40; the number of workdays from June 1st to September 30th is 61.

⁵ Maricopa County Trip Reduction Program Annual Report, 1996/1997. Average may vary.

**TABLE 4 TRP SAMPLE CALCULATION - REDUCING PEAK COMMUTE TRIPS
SOV TRIP CALCULATION**

ACTION	CALCULATION
convert rate of SOV (78.98%) to gram-trips/mile-year: (SOV trips) x (avg emissions)	$70,252 \times 18.34 = 1,288,421.68$ (gram-trips/mile-year)
adjust trips. multiply no. of schedule changes by the adjustment factor.	$80 \times 0.5 = 40$ adj. trips
amt. of credit equals (adj. trips) x (avg emissions) x (# of workdays)	$40 \times 18.34 \times 61 = 44,749.60$ (gram-trips/mile-year)
apply credit to rate of SOV	$1,288,421.68 - 44,749.6 = 1,243,672.08$ (gram-trips/mile-year)
determine new SOV trip count. (converted SOV) ÷ (avg emissions)	$1,243,672.08 \div 18.34 = 67,812$ SOV trips
changing 80 schedules reduces the SOV trips by 2,440 per year.	$70,252 - 67,812 = 2,440$
calculate new rate of SOV	If: $78.98\% = 70,252$ SOV trips ($70,252 \div 0.7898 = 88,949.10 = 100\%$) Then: $X\% = 67,812$ SOV trips ($67,812 \div 88,949.10 = 76.24\%$) SOV = 76.24% (2.74% SOV reduction)

**TABLE 5 TRP SAMPLE CALCULATION - REDUCING PEAK COMMUTE MILES
SOVMT CALCULATION**

ACTION	CALCULATION
convert rate of SOVMT (87.49%) to gram-trips/mile-year: (SOV miles) x (avg emissions)	$782,548 \times 18.34 = 14,351,930.32$ (gram-trips/mile-year)
adjust miles. multiply avg commute miles (13) by the adjustment factor.	$13 \times 0.5 = 6.5$ adj miles
amt. of credit equals (adj. miles) x (avg emissions) x (# of workdays) x (no. of trips)	$6.5 \times 18.34 \times 61 \times 80 = 581,744.80$ (gram-trips/mile-year)
apply credit to rate of SOVMT	$14,351,930.32 - 581,744.80 = 13,770,185.52$ (gram-trips/mile-year)
determine new SOV miles count. (converted SOVMT) ÷ (avg emissions)	$13,770,185.52 \div 18.34 = 750,828$ SOV miles
changing 80 schedules reduces the SOV miles by 31,720 per year.	$782,548 - 750,828 = 31,720$ (mi/yr)
calculate new rate of SOVMT	If $87.49\% = 782,548$ SOV miles ($782,548 \div 0.8749 = 894,442.79 = 100\%$) Then $X\% = 750,828$ miles ($X = 750,828 \div 894,442.79 = 83.94\%$) new SOVMT = 83.94% (3.55% SOVMT reduction)

Reducing Work-Related Trips

Calculation Assumptions

- An adjustment factor of 0.5 is applied to the number of reduced work-related trips
- No adjustment factor is added to the number of reduced work-related miles
- The amount of earned credit toward the EER target for SOV trips = (adjusted trips) x (average emissions). The amount of earned credit toward the EER target for SOVMT = (number of reduced work-related miles) x (average emissions)

Sample Credit Calculations (Tables 6 and 7):

TABLE 6: TRP REDUCED WORK-RELATED TRIPS SOV CALCULATION	
ACTION	CALCULATION
convert rate of SOV (78.98%) to gram-trips/mile-year: (SOV trips) x (avg emissions)	$70,252 \times 18.34 = 1,288,421.68$ (gram-trips/mile-year)
adjust trips. (no. of work-related trips reduced) x 0.50	$100 \times 0.5 = 50$
calculate credit. (adjusted trips) x (avg emissions)	$50 \times 18.34 = 917$ (gram-trips/mile-year)
apply credit; and calculate new SOV trip count.	$1,288,421.68 - 917 = 1,287,504.68$ gram-trips/mile-year $1,287,504.68 \div 18.34 = 70,202$
calculate new rate of SOVMT	If: $79.98\% = 70,252$ SOV trips ($70,252 \div .7998 = 87,836.96 = 100\%$) Then: $x\% = 70,202$ SOV trips ($70,202 \div 87,836.96 = 79.92\%$) $x\% = 79.92\%$ (0.06% SOV reduction)

TABLE 7: TRP REDUCED WORK-RELATED TRIPS SOVMT CALCULATION	
ACTION	CALCULATION
convert rate of SOVMT (87.49%) to gram-trips/mile-year: (SOV miles) x (avg emissions)	$782,548 \times 18.34 = 14,351,930.32$ (gram-trips/mile-year)
amt. of credit: (no. of SOV miles) - (no. work-related miles)	$782,548 - 10,000 = 772,548$
calculate new rate of SOVMT	If: $87.49\% = 782,548$ SOV miles ($782,548 \div 0.8749 = 894,442.79 = 100\%$) Then: $x\% = 772,548$ SOV miles ($772,548 \div 894,442.79 = 86.37\%$) $x\% = 86.37\%$ (1.12% reduction)

Vehicle Trade-Outs

Calculation Assumptions

- Emissions⁶ for replacement vehicles are identified in Table 8

TABLE 8: TRP EMISSIONS OF REPLACEMENT VEHICLES (GM/MI)	
REPLACEMENT MODE	AVERAGE EMISSIONS (GM/MI)
model-year 1972	76.75
model-year 1973	73.08
model-year 1974	72.22
model-year 1975	109.13
model-year 1976	103.33
model-year 1977	96.90
model-year 1978	94.43
model-year 1979	94.65
model-year 1980	28.07
model-year 1981	29.57
model-year 1982	27.74
model-year 1983	26.43
model-year 1984	23.80
model-year 1985	22.15
model-year 1986	20.32
model-year 1987	17.15
model-year 1988	14.73
model-year 1989	13.29
model-year 1990	11.57
model-year 1991	9.47
model-year 1992	7.06
model-year 1993	6.07
model-year 1994	4.82
model-year 1995	3.33
model-year 1996	2.33

- Average emissions⁷ for trade-out vehicles are identified in Table 9. *(For post 1981 vehicles refer to applicable model-year of Table 8)

⁶ AZ Dept. of Environmental Quality, Office of Air Quality, Emissions Report dated Jan 1996

⁷ South Coast Air Quality Management District, Rule 1610. Average Emissions for post-1981 vehicles

TABLE 9: TRP EMISSIONS OF TRADE-OUT VEHICLES

MODEL YEAR	C0 gm/mi	Nox gm/mi	VOC gm/mi	TOTAL gm/mi
pre-1972	69.5	4.0	12.4	85.9
1974-1974	46.4	3.8	9.7	59.9
1975-1981	36.1	3.1	3.9	43.1
*1981+				

- The annual commute miles of the trade-out vehicle equal the average commute miles of the replacement vehicle
- Earned credit toward the rate of SOVMT will be determined by the difference in emissions levels between the trade-out and replacement vehicle

Sample SOVMT credit calculation (Table 10)

- For sample calculation purpose: The trade-out is a 1972 model-year with 2,860 annual commute miles. The replacement vehicle is a 1990 model-year. Emissions for a 1990 model-year is 11.57 gm/mi. Emissions of a 1972 model-year is 85.9 gm/mi.
- The emissions benefit is expected to be maintained for two (2) years⁸ for a 1972 model-year trade-out

TABLE 10: TRP TRADE-OUT CREDITS - SOVMT CALCULATIONS

ACTION	CALCULATION
calculate emissions of trade-out. (emissions) x (annual commute miles)	$85.9 \times 2,860 = 245,674$ gram-trips/mile-year
calculate emissions of replacement. (emissions) x (annual commute miles)	$11.57 \times 2,860 = 33,090.2$ gram-trips/mile-year
calculate the difference in emissions of the 2 vehicles.	$245,674 - 33,090.2 = 212,583.8$ gram-trips/mile-year
calculate credit earned over the life of the trade-out (2 years)	$2 \times 212,583.8 = 425,167.60$ grams
calculate reduction of SOVMT for year 1: up to 1/3 of earned credit	$425,167.60 \times 0.33 = 140,305.31$ grams
apply credit to SOVMT	$14,351,930.32 - 140,305.31 = 14,211,625.01$ grams
calculate new rate of SOVMT.	<p>If: $87.49\% = 14,351,930.32$ gram-trips/mile-year</p> <p>$(14,351,930.32 \div 0.8749 = 16,404,080.83 = 100\%)$</p> <p>Then: $x\% = 14,211,625.01$</p> <p>$(14,211,625.01 \div 16,404,080.83 = 86.63\%)$</p> <p>$x\% = 86.63\%$ (.86% reduction in yr. 1)</p> <p>unused credit: 284,862.29 grams</p>

⁸ Section 8(B)(4)(b)(3).

Clean Off-Road Mobile Equipment

Calculation Assumptions

- Replacement equipment meets utility equipment standards⁹ (Tables 11 or 12)

TABLE 11: TRP - HAND HELD UTILITY EQUIPMENT				
YEAR	ENGINE DISPLACEMENT	HC + NO _x gm/bhp-hr	CO gm/bhp-hr	TOTAL gm/bhp-hr
1995-1998	Less than 20 cc	220 + 4	600	824
1995-1998	20cc to 49.9cc	180 + 4	600	784
1995-1998	50cc and greater	120 + 4	300	424
1999+	All	50 + 4	130	184

TABLE 12: TRP - NON-HANDHELD EQUIPMENT				
YEAR	ENGINE DISPLACEMENT	HC + NO _x gm/bhp-hr	CO gm/bhp-hr	TOTAL gm/bhp-hr
1995-1998	Less than 225 cc	12.0 + 0	300	312
1995-1998	225 cc and Greater	10.0 + 0	300	310
1999+	All	3.2 + 0	100	103.2

- Earned credit is based upon the difference in emissions standards between the 1995, 1999, and zero-emitting off-road utility equipment. Table 13 is the earned credit¹⁰ (gram-trips/mile-year) for residential off-road utility equipment

TABLE 13: TRP EARNED CREDIT: RESIDENTIAL UTILITY EQUIPMENT (INCLUDES LAWN AND GARDEN) (GRAM-TRIPS/MILE-YEAR)			
OFF-ROAD EQUIPMENT	1995 STANDARDS	1999 STANDARDS	ZERO EMISSION STANDARDS
2-stroke Lawn Mowers	7945	12106.7	18160
4-stroke Lawn Mowers	3405	7604.5	12303.4
2-stroke Blowers, <50cc, Handheld	1513.3	3405	4994
2-stroke Blowers, >50cc, Handheld	2270	3405	4994
2-stroke Blowers	2648.3	3405	4994

⁹ Mobile Source Emissions Standards Summary, California Air Resources Board, 1994. 1995 and Later Small Utility Engines. Standards apply to equipment that is powered by gasoline or diesel engines rated at under 25 horsepower. Standards are based on total engine displacement in cubic centimeters (cc). All standards are expressed in grams per brake-horsepower-hour (g/bhp-hr).

¹⁰ California Air Resources Board, Rule 1623 - Credits for Clean Lawn and Garden Equipment (May 1996). Amount of credit for residential equipment reflects a Technical Adjustment Factor of 1.2 to account for the uncertainty for hours of operation.

4-stroke Blowers	1891.7	3783.3	538.8
2-stroke Chainsaws, <50cc	756.7	3783.3	5448
2-stroke Chainsaws, >50cc	2648.3	3783.3	5448
Garden Tractors - All	25348.3	111305.7	18777.4
Riding Mowers - All	7945	37984.7	64831.2
4-stroke Edger/Trimmer	1891.7	3405	6401.4
2-stroke Edger/Trimmers, <50cc	1513.3	3405	4994
2-stroke Edger/Trimmers, >50cc	2270	3405	4994
4-stroke Tiller <225cc	4540	11009.5	17342.8
4-stroke Tiller >225cc	4918.3	11009.5	17342.8
2-stroke Shredder/Grinder	7945	11728.3	16798
4-stroke Shredder/Grinder	3405	7226.2	11849.4

- Table 14 is the earned credit¹¹ (gram-trips/mile-year) for commercial off-road utility equipment

TABLE 14: TRP EARNED CREDIT: COMMERCIAL OFF-ROAD UTILITY EQUIPMENT (INCLUDES LAWN AND GARDEN) (GRAM-TRIPS/MILE-YEAR)			
OFF-ROAD EQUIPMENT	1995 STANDARDS	1999 STANDARDS	ZERO EMISSION STANDARDS
2-stroke Lawn Mowers <225cc	117968	272854	329286.2
2-stroke Lawn Mowers >225cc	179784	273308	329286.2
4-stroke Lawn Mowers <225cc	73548	168842.6	225683.4
4-stroke Lawn Mowers >225cc	74456	16871.8	225683.4
2-stroke Blowers/Vacuums, <20cc, Handheld	152998	417226	500308
2-stroke Blowers/Vacuums, 20 - 50 cc, Handheld	169796	417226	500308
2-stroke Blowers/Vacuums >50cc, Handheld	317800	417226	500308
2-stroke Blowers/Vacuums <225 cc	364108	449006	500308
2-stroke Blowers/Vacuums >225 cc	365470	449460	500308
4-stroke Blowers/Vacuums <225 cc	44946	158037.4	223867.4
4-stroke Blowers/Vacuums >225 cc	46308	158037.4	223867.4
Garden Tractors - All	111230	487777.6	682952.2
Riding Mowers - All	99426	469980.8	663339.4
4-stroke Edger/Trimmer >225cc	55388	114952.8	167299

¹¹ California Air Resources Board, Rule 1623 - Credits for Clean Lawn and Garden Equipment (May 1996). Amount of credit for residential equipment reflects a Technical Adjustment Factor of 1.2 to account for the uncertainty for hours of operation.

4-stroke Edger/Trimmer <225cc	54480	115225.2	167299
2-stroke Edger/Trimmers <20cc	22700	131660	166345.6
2-stroke Edger/Trimmers, 20-50cc	29510	131660	166345
2-stroke Edger/Trimmers, >50cc	91254	131660	166345.6
4-stroke Tiller <225cc	27240	63741.6	83445.2
4-stroke Tiller >225cc	27694	63696.2	83445.2
2-stroke Shredder/Grinder < 225cc	316438	485780	580439
2-stroke Shredder/Grinder > 225cc	316892	486234	580439
4-stroke Shredder/Grinder < 225cc	66738	237487.4	332645.8
4-stroke Shredder/Grinder >225cc	70370	237669	332645.8

- Estimated years of credit life¹² for off-road mobile utility equipment (Table 15) is based upon whether the employer, employee, or student is the buyer or seller of the equipment

**TABLE 15: TRP CREDIT LIFE FOR OFF-ROAD
MOBILE UTILITY EQUIPMENT (YEARS)**

EQUIPMENT	RESIDENTIAL		COMMERCIAL	
	BUYER	SELLER	BUYER	SELLER
lawnmowers, 4-stroke edger/trimmers	4	7	2	3
2-stroke edger/trimmers	3	5	2	3
shredders/grinders	4	7	3	5
4-stroke blowers/vacuums	4	7	2	3
2-stroke blowers/vacuums	3	5	2	3
chainsaws	3	5	1	1
tillers	4	7	3	5
garden tractors	4	7	2	4
riding mowers	4	7	2	4

- Emissions standards¹³ for off-road mobile heavy-duty diesel engines are in Tables 16 and 17. Credit will be calculated from the year 2000 standard for 750+ horsepower (hp) equipment and the year 2001 standard for 175 - 750 hp equipment

¹² California Air Resources Board, Rule 1623 - Credits for Clean Lawn and Garden Equipment (May 1996).

¹³ California Air Resources Board, Mobile Source Emissions Standards 1996 and Later Heavy-Duty Diesel Engines.

TABLE 16: STANDARDS FOR HEAVY-DUTY DIESEL ENGINES				
HORSEPOWER	YEAR	HC gm/bhp-hr	NO _x gm/bhp-hr	CO gm/bhp-hr
175-750	1996-2000	1.0	6.9	8.5
175-750	2001+	1.0	5.8	1.0
750+	2000+	1.0	6.9	8.5

TABLE 17: OPACITY LEVEL OF SMOKE FOR HEAVY-DUTY DIESEL ENGINES				
HORSEPOWER	YEAR	LUGGING	ACCELERATION	PEAK LEVEL
175-750	1996-2000	15%	20%	50%
175-750	2001+	15%	20%	35%
750+	2000+	15%	20%	35%

Sample Calculation

Off road heavy-duty diesel calculation will reflect the difference in the actual emissions standards if available or the 1996-2000 emission standards compared to the year 2000 or 2001 emissions standards; the annual hours of operation; the rated horsepower (hp); the load factor (lf); and fuel consumption:

$[(\text{baseline emissions} - \text{emissions standards}) \times (\text{hrs} \times \text{hp} \times \text{lf})] = \text{gram-trips/mile-year}$

Remote Sensing

Calculation Assumptions:

- After repairs, vehicle meets Arizona Emissions Standards¹⁴ (Table 18)

TABLE 18: TRP ARIZONA EMISSIONS STANDARDS I/M 240 (MAXIMUM GRAMS PER MILE)			
MODEL - YEAR	VOC + NO _x	CO	TOTAL
1996+	2.1	10	12.1
1983 - 1995	2.8	15	17.8
1981 - 1982	2.8	30	32.8

- Emissions levels prior to repair will be compared to after repair levels
- When subject to vehicle emissions inspection program¹⁵, the next scheduled emission test date determines maximum credit life

¹⁴ Emissions standards approved for use in the state of Arizona by the EPA pursuant to Arizona Administrative Code R18-2-1006.

¹⁵ A.R.S. §49-542, Annual Emissions and Inspection Program

Sample Calculation (Table 19):

ABC Co.'s rate of SOVMT = 87.49%; SOV miles = 782,548; converted rate of SOVMT = 14,351,930.32 gram-trips/mile-year; 1988 model-year vehicle commutes 2860 mi/yr; emissions are 28.2 gm/mi.; date of repair is 6/6/97; date of application for credit is 4/30/97; date of next emissions test is 1/31/99; the emissions standard is 17.8 gm/mi; and subsequent testing shows emissions level of 16.2 gm/mi.

TABLE 19: TRP REMOTE SENSING CREDITS SOVMT CALCULATIONS	
ACTION	CALCULATION
Calculate emissions benefit, per mile, of repair: (old emissions) - (after repair emissions)	$28.2 - 16.2 = 12 \text{ gm/mi}$
Calculate emissions reduction, per day, after repair. (emissions reduced) x (commute miles per day)	$12 \times 13 = 156 \text{ gm/mi/day}$
Calculate emissions reduction from date of repair (6/6/97) to application date (4/30/98) or date of next test, whichever is sooner, exclude non-workdays. (# adj days x emission reduction per day)	$(226 \times 0.5) \times 156 = 17,628 \text{ gm}$
Subtract reduction from SOVMT and recalculate SOVMT miles	$14,351,930.32 - 17,628 = 14,334,302.32 \text{ gram-trips/mile-year}$ $14,334,302.32 \div 18.34 = 781,586.82 \text{ SOV miles}$
Calculate new rate of SOVMT.	If: $87.49\% = 14,351,930.32 \text{ gram-trips/mile-year}$ $(14,351,930.32 \div 0.8749 = 16,404,080.83 = 100\%)$ Then: $x\% = 14,334,302.32$ $(14,334,302.32 \div 16,404,080.83 = 87.38\%)$ $x\% = 87.38\% (.11\% \text{ reduction})$
Calculate credit for next year: number of workdays from application date (4/30/98) to next emission test date (1/31/99). (# days x 0.5) x emission reduction	$(186 \times 0.5) \times 156 = 14,508 \text{ gm}$

Stationary Source - Calculation Assumptions

- Permit revisions establish new emission standard ceiling for stationary source
- Calculations and related assumptions will be consistent with methodology used to calculate EER credit and other local, state, and federal regulations, as applicable

Fuel Additives - Calculation Assumptions

- Motor vehicle emissions, prior to use of fuel additive, were 20% or greater than the standards identified in Table 20, for the applicable vehicle model-year

**TABLE 20: TRP ARIZONA EMISSION STANDARDS I/M 240
(MAXIMUM GRAMS PER MILE)**

MODEL - YEAR	VOC + NO _x	CO	TOTAL
1996+	2.1	10	12.1
1983 - 1995	2.8	15	17.8
1981 - 1982	2.8	30	32.8

- Off-road utility equipment emissions, prior to use of fuel additive, were 20% or greater than the standards identified in Table 21 or Table 22, as applicable

TABLE 21: TRP - HAND HELD UTILITY EQUIPMENT

YEAR	ENGINE DISPLACEMENT	HC + NO _x gm/bhp-hr	CO gm/bhp-hr	TOTAL gm/bhp-hr
1995-1998	Less than 20 cc	220 + 4	600	824
1995-1998	20cc to 49.9cc	180 + 4	600	784
1995-1998	50cc and greater	120 + 4	300	424
1999+	All	50 + 4	130	184

TABLE 22: TRP - NON-HANDHELD EQUIPMENT

YEAR	ENGINE DISPLACEMENT	HC + NO _x gm/bhp-hr	CO gm/bhp-hr	TOTAL gm/bhp-hr
1995-1998	Less than 225 cc	12.0 + 0	300	312
1995-1998	225 cc and Greater	10.0 + 0	300	310
1999+	All	3.2 + 0	100	103.2

- Off-road heavy-duty diesel equipment emissions, prior to use of fuel additive, were 20% or greater than the standards identified in Tables 23 and 24

TABLE 23: STANDARDS FOR HEAVY-DUTY DIESEL ENGINES

HORSEPOWER	YEAR	HC gm/bhp-hr	NO _x gm/bhp-hr	CO gm/bhp-hr
175-750	1996-2000	1.0	6.9	8.5
175-750	2001+	1.0	5.8	1.0
750+	2000+	1.0	6.9	8.5

TABLE 24: OPACITY LEVEL OF SMOKE FOR HEAVY-DUTY DIESEL ENGINES				
HORSEPOWER	YEAR	LUGGING	ACCELERATION	PEAK LEVEL
175-750	1996-2000	15%	20%	50%
175-750	2001+	15%	20%	35%
750+	2000+	15%	20%	35%

- Area source emissions, prior to use of the fuel additive, were 20% or greater than original equipment manufacturer's specifications
- Calculations and related assumptions will be consistent with methodology used to calculate EER credit

Other Mobile Source Reductions and Other Vehicle Miles Reduction Programs

Calculations and related assumptions will be consistent with methodology used to calculate EER credit.

APPENDIX D: TRAVEL REDUCTION PROGRAM REGIONAL TASK FORCE

The [Travel Reduction Program Regional Task Force's](#) mission is to design the framework for the implementation of employer alternative mode transportation plans, as defined and provided for by law, such that the requirements for all employer transportation plans under its purview are reasonable and effective in meeting the goals set forth by the legislature, and fairly applied to all participating employers.

[Meetings](#) are held typically held every four weeks. Location and participation information can be found on the meeting agendas.

Additional Task Force Resources:

[A.R.S. §49-582. Task Force Composition](#)

[A.R.S. §49-583. Task Force Powers and Duties](#)

[Meeting Agendas](#)

[Approved Meeting Minutes](#)

APPENDIX E: REQUIRED DOCUMENTATION

Documentation that is required for plan measures, includes but is not limited to the following:

Measures	Type of Documentation
Drawings – Alternative Mode Drawing, All AMUs, Best AMU, Fuel After Dark, High Pollution Advisory, New AMU, Move Closer, Point Program, Walk/Bike, Survey Incentive, Alternative Fuel Vehicle, No Parking at Work Site	<ul style="list-style-type: none"> • Purchase Receipt(s) <ul style="list-style-type: none"> ○ Internal and External Itemized Invoices ○ Store Receipts ○ Online Purchase Receipts ○ Petty Cash Receipts ○ Payroll Reports <ul style="list-style-type: none"> ▪ Detailed Itemized TRP Line Item ▪ Employee First and Last Name ▪ Payout Date ▪ Payout Amount • Recipient Receipt(s) <ul style="list-style-type: none"> ○ Paper <ul style="list-style-type: none"> ▪ Employee First and Last Name ▪ Employee Signature ▪ Date Signed by Employee ▪ Drawing Title ▪ Drawing Month and Frequency ○ Electronic <ul style="list-style-type: none"> ▪ ShareTheRide.com report showing an accepted status ▪ Email from TC stating they received the incentive, the date of drawing, and amount • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ○ Dates ○ Screenshots of Online Store (if applicable)
Guaranteed Ride Home (GRH)	<ul style="list-style-type: none"> • Policy <ul style="list-style-type: none"> ○ Posted for viewing by all employees ○ Qualifications of User and Emergency ○ Person(s) or Department(s) to Contact ○ Acceptable Ride Options ○ Payment Options ○ Detailed Limitations <ul style="list-style-type: none"> ▪ Minimum one (1) trip per employee every six (6) months ▪ Cannot limit the trip distance or fiscal responsibility to transport an employee home (i.e., up to 15 miles or up to \$10) • User Log <ul style="list-style-type: none"> ○ Employee First and Last Name ○ Date ○ Amount Expended

Measures	Type of Documentation
	<ul style="list-style-type: none"> • Receipts for Ride Services or Reimbursements
TRP Activity/Events – AMU Parties, Bike Month Event, Rideshare Month Event, Survey Incentive Party, TRP Fair	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ○ Dates • Participant Log <ul style="list-style-type: none"> ○ Event ○ Employee First and Last Name ○ Date • Purchase Receipt(s) <ul style="list-style-type: none"> ○ Internal and External Itemized Invoices ○ Store Receipts ○ Online Purchase Receipts ○ Petty Cash Receipts ○ Payroll Reports <ul style="list-style-type: none"> ▪ Detailed Itemized TRP Line Item ▪ Employee First and Last Name ▪ Payout Date ▪ Payout Amount • Recipient Receipt(s) <ul style="list-style-type: none"> ○ Paper <ul style="list-style-type: none"> ▪ Employee First and Last Name ▪ Employee Signature ▪ Date Signed by Employee ▪ Drawing Title ▪ Drawing Month and Frequency ○ Electronic <ul style="list-style-type: none"> ▪ ShareTheRide.com report showing an accepted status ▪ Email from TC stating they received the incentive, the date of drawing, and amount
Internal Zip Code Matching	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> ○ Specifications • Picture of Map Posted • Spreadsheet
Training, Webinars	<ul style="list-style-type: none"> • Email Confirming Attendance • Certificate of Completion
Van/Carpool Parking	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ○ Dates • User Log <ul style="list-style-type: none"> ○ Employee First and Last Name ○ License Plate Number ○ Hang/Dash Tag Number • Space Marking for Van/Carpool Parking Only

Measures	Type of Documentation
	<ul style="list-style-type: none"> ○ Signage ○ Painting ○ Numbered Reserved Spaces <ul style="list-style-type: none"> ▪ Lease agreement that states no signage or painting allowed ● Visual Inspection <ul style="list-style-type: none"> ○ Onsite inspection ○ Picture(s) of location(s) showing their signage, painting, or reserved number
Transportation Subsidy – Bus/Light Rail, Carpool, Vanpool	<ul style="list-style-type: none"> ● Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ● User Log <ul style="list-style-type: none"> ○ Employee First and Last Name ○ Subsidy Used ● Purchase Receipt(s) <ul style="list-style-type: none"> ○ Invoices from City of Phoenix ○ Reimbursement Receipts ○ Store Receipts ○ Online Purchase Receipts ○ Petty Cash Receipts ○ Payroll Reports <ul style="list-style-type: none"> ▪ Detailed Itemized TRP Line Item ▪ Employee First and Last Name ▪ Payout Date ▪ Payout Amount ● Recipient Receipt(s) <ul style="list-style-type: none"> ○ Paper <ul style="list-style-type: none"> ▪ Employee First and Last Name ▪ Employee Signature ▪ Date Signed by Employee ○ Electronic <ul style="list-style-type: none"> ▪ Email from TC stating they received the incentive, the date of subsidy disbursement, and amount
Physical Amenities – On-site Amenities, Showers, Bike, Pay to Park Program, Alternative Mode Information Center, Carpool/Vanpool loading and unloading station, Bus Services, Sidewalk, and Bike Lane construction	<ul style="list-style-type: none"> ● Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ● Visual Inspection <ul style="list-style-type: none"> ○ Onsite inspection ○ Picture(s) of location(s) of clean, accessible, working, secured, and usable amenity

Measures	Type of Documentation
Alternative Work Schedule – Telecommute, 9 days 80 hours (9/80), 4 days 40 hours (4/10), 3 days 36+ hours (3/12), Staggered Work Hours	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ○ Dates • User Log <ul style="list-style-type: none"> ○ Employee First and Last Name ○ Date ○ Schedule ○ Confirmation that Telecommuters are located within Maricopa County
EVCS Credit and EER	<ul style="list-style-type: none"> • Documentation as required per the: <ul style="list-style-type: none"> ○ Ordinance ○ EER Packets
Communication Methods – Bulletin Board, Company Newsletter, Valley Metro ShareTheRide.com, Electronic Bulletin Board, Email, Employee Meetings, Intranet, Social Media	<ul style="list-style-type: none"> • Transportation Coordinator name and contact information • Promotion of Communications Sent <ul style="list-style-type: none"> ○ Must be sent at least quarterly ○ Update material as needed or at least quarterly ○ Specifications ○ Qualifications ○ Dates • Visual Inspection <ul style="list-style-type: none"> ○ Onsite inspection ○ Picture(s) of bulletin boards, electronic bulletin boards, or other physical posting ○ Screenshots of online communication methods (if applicable) • Participant Log for Employee Meetings <ul style="list-style-type: none"> ○ Event ○ Employee First and Last Name ○ Date
New Hire Information – Digital Presentation, Handbook, Memo, New Hire Packet, Webpage	<ul style="list-style-type: none"> • Transportation Coordinator name and contact information • Information regarding air quality standards, and why the employer participates in the TRP • Promotion of all incentives offered to employees • Guaranteed Ride Home policy • Annual emissions notice as required by A.R.S. §49-542 and §49-541 (if applicable)

APPENDIX F: NOTICE OF INSPECTION RIGHTS

A notice of inspection rights is required as part of legislation designed to ensure fair and open regulation. If you have any questions about this form or the inspection, please contact the TRP Supervisor, Kristen Weston-Smith, at 602-506-6757. The purpose of this site audit is to determine compliance with A.R.S. [§49-583](#) (B)(4). There are no direct fees for this inspection.

The Maricopa County Air Quality Department (hereinafter "department") representative(s) identified above was/were present at the above regulated site at the above listed date and time. Upon entry to the premises, the department representative(s) met with me, presented photo identification indicating that they are a department employee(s) and explained that:

1. I understand that I may accompany the department representative(s) during the inspection.
2. I understand the department representative(s) will not take any original documents or samples.
3. I understand that I have the right to request copies of any documents that will be relied upon to determine compliance with licensure or regulatory requirements, if the agency is permitted by law to release such documents. Instructions for requesting records are available at:

Maricopa.gov/5073/Public-Records-Request

4. I understand that each person interviewed during the inspection will be informed that their statements may be included in the inspection report.
5. I understand the department representative will not tape-record any conversation during the inspection.
6. I understand that I have the right to dispute the inspection findings and any related 'Requests for Documentation' or 'Notice of Violation' directly to the Maricopa County Regional Travel Reduction Program Task Force. In addition, I can appeal to the Maricopa County Board of Supervisors any decision made by the Travel Reduction Program Task Force ([A.R.S. §49-592](#)).
7. I have the right to request a copy of the inspection report.
8. I'm not required to sign this form.

Site Contact: _____ Title: _____

Site Contact Signature: _____

☐ Declined Signature ☐ Provide copy of completed monitoring checklist ☐ Provide copy of completed inspection rights

APPENDIX G: TRP TELEWORK PLAN

Employers with 60 percent or more of their employees telecommuting within Maricopa County at least two days per week throughout the plan year may submit a telework plan as an alternative to the standard travel reduction plan. Employers interested in pursuing this plan option must read the [Telework Plan Substantive Policy Statement](#) and complete the [telework plan template](#). Employers utilizing this option are still obligated to comply with all other applicable requirements of TRP.

Employers must meet the following eligibility criteria:

- Have a minimum of 60 percent of employees teleworking within Maricopa County at least two days per week throughout the plan year
- Survey all employees, including teleworkers, as required by [A.R.S. §49-588](#) and [Maricopa County P-7](#)
- Submit an approvable TRP telework plan with pre-selected measures to the Task Force: telework alternative work schedule, monthly alternative mode drawing, annual survey incentive, and teleworker subsidy
- Submit employee telework agreements and supporting documentation (see Required Documentation)
- Submit supporting documentation with the TRP telework plan: teleworker verification documentation that validates the number of participating employees being claimed and itemized documentation and supporting documentation for each teleworking subsidy measure (see Required Documentation)

Telework Plan

The telework plan is an alternative to the standard travel reduction plan that provides measures that closely align with teleworking and meet the minimum requirements of the TRP.

Employers must implement the following pre-selected measures:

- Annual survey incentive drawing to promote participation in the Annual TRP Survey
- Monthly alternative mode user drawing to incentivize employees for participating in an alternative mode commute
- Monthly telework subsidy. Employers must select at least one option:
 - Employee subsidy: a monthly stipend provided to employees to offset expense or promote continued telecommuting
 - Employer set-up expense: one-time charge(s) paid by the employer to set-up employees with equipment to telework
 - Employer expense: monthly expense(s) paid by the employer to allow the employee to telework

An approvable telework plan must include:

- The name, address, telephone number, and signature of the Transportation Coordinator (TC) responsible for implementing the plan
- The name, address, telephone number, and signature of the CEO or the HRLO responsible for implementing the plan

- A description of the stratified statistically significant random response rate for each site (if choosing this option instead of the default 60% requirement), including any documentation required by TRP staff to analyze each proposed rate
- A description of a minimum of two (2) continuous communication methods that will be provided to each employee and student with information on alternative mode options, equivalent emission measures, and travel reduction measures
- Details of preselected measures and supporting documentation as described below
- An explanation of the plan to provide information on alternative mode options, equivalent emission measures, and travel reduction measures to new employees at the time of hire and to new students at the time of enrollment
- A total plan budget, in which the median expense per person and SOV/MT rates calculated for each industry type will be the benchmark used during the plan review process

It is the responsibility of the employer to ensure all required documentation and a completed telework plan are submitted by the plan due date stated on their summary analysis. Failure to do so will be considered non-compliance with the terms of the plan and may result in enforcement action

Telework Subsidy Eligibility

Employers may receive monetary credit up to a maximum of \$25,000.00 each plan year for each subcategory: employee subsidy, employer set-up expense, and employer expense. Eligible items are specific to remote working purchases only.

Employee Subsidy

An employee subsidy includes a monthly stipend to the employee that subsidizes the expense of teleworking for the employee. The supporting teleworker verification documentation must validate the number of participating employees as claimed in the telework plan.

Employer Set-up Expense

An employer set-up expense includes one-time costs to the employer to provide the employee with the necessary equipment to perform job duties outside of the office setting. Each employer will be allowed to claim the amount listed in Table 1 below for each teleworking employee. Supporting documentation is required.

Table 1. Employer Set-up Expense Approved Items

ITEM	COST
Computer/Laptop	\$1000
Tablet	\$350
Computer Bag	\$70
Monitor	\$170
Cell Phone	\$1070
Cell Phone Case	\$60
Cell Phone/Tablet Screen Protector	\$20
Webcam	\$50
Ergonomic Desk	\$350
Ergonomic Chair	\$175
Printer/Scanner/Fax/Copier/All-in-one	\$225

Employer Expense

An employer expense includes the on-going cost to the employer to provide the employee with the necessary equipment to perform job duties outside of the office setting. Each employer will be allowed to claim the amount listed in Table 2 below for each teleworking employee. Supporting documentation will be required.

Table 2. Employer Expense Approved Items

ITEM	COST
Cell Phone Fees with Hotspots	\$900
Internet Service	\$800
Video Conferencing Fees	\$170

Required Documentation

Before a telework plan can be submitted for review, supporting documentation must be sent with the completed telework plan template. The list below outlines required the supporting documentation for all measures. TRP staff may request additional information not specified in the list below.

Table 3. Required Documentation List

Measures	Type of Documentation
Drawings – Alternative Mode, Survey Incentive	<ul style="list-style-type: none"> • Purchase Receipt(s) <ul style="list-style-type: none"> ○ Internal and External Itemized Invoices ○ Store Receipts ○ Online Purchase Receipts ○ Petty Cash Receipts ○ Payroll Reports <ul style="list-style-type: none"> ▪ Detailed Itemized TRP Line Item ▪ Employee First and Last Name ▪ Payout Date ▪ Payout Amount • Recipient Receipt(s) <ul style="list-style-type: none"> ○ Paper <ul style="list-style-type: none"> ▪ Employee First and Last Name ▪ Employee Signature ▪ Date Signed by Employee ▪ Drawing Title ▪ Drawing Month and Frequency ○ Electronic <ul style="list-style-type: none"> ▪ ShareTheRide.com report showing an accepted status ▪ Email from TC stating they received the incentive, the date of drawing, and amount • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ○ Dates ○ Screenshots of Online Store (if applicable)
Telework Subsidy	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications <ul style="list-style-type: none"> ▪ User Log • Participant Log <ul style="list-style-type: none"> ○ Subsidy Used ○ Employee First and Last Name • Purchase Receipt(s) <ul style="list-style-type: none"> ○ Reimbursement Receipts ○ Store Receipts ○ Online Purchase Receipts ○ Petty Cash Receipts ○ Payroll Reports <ul style="list-style-type: none"> ▪ Detailed Itemized TRP Line Item ▪ Employee First and Last Name ▪ Payout Date ▪ Payout Amount

Measures	Type of Documentation
	<ul style="list-style-type: none"> • Recipient Receipt(s) <ul style="list-style-type: none"> ○ Paper <ul style="list-style-type: none"> ▪ Employee First and Last Name ▪ Employee Signature ▪ Date Signed by Employee ○ Electronic <ul style="list-style-type: none"> ▪ Email from TC stating they received the incentive, the date of subsidy disbursement, and amount
Teleworker Verification	<ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> ○ Specifications ○ Qualifications ○ Dates • Teleworker Agreements, Payroll Reports, Tracking Reports <ul style="list-style-type: none"> ○ Employee First and Last Name ○ Date ○ Weekly Telework Schedule ○ Confirmation that Telecommuters are located within Maricopa County
Communication Methods – Company Newsletter, Valley Metro ShareTheRide.com, Electronic Bulletin Board, Email, Social Media, Internal webpage/Intranet	<ul style="list-style-type: none"> • Transportation Coordinator name and contact information • Promotion of Communications Sent <ul style="list-style-type: none"> ○ Must be sent at least quarterly ○ Update material as needed or at least quarterly ○ Specifications ○ Qualifications ○ Dates • Visual Inspection <ul style="list-style-type: none"> ○ Picture(s) of bulletin boards, electronic bulletin boards, or other physical posting ○ Screenshots of online communication methods
New Hire Information – Digital Presentation, Handbook, Memo, New Hire Packet, Webpage	<ul style="list-style-type: none"> • Transportation Coordinator name and contact information • Information regarding air quality standards, and why the employer participates in the TRP • Promotion of all incentives offered to employees • Annual emissions notice as required by A.R.S. §49-542 and §49-541 (if applicable)